

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 Thursday

8-9-12 Maureen S Randall
Date Signature

MEETING AGENDA

TOWN OF YUCCA VALLEY PARKS, RECREATION & CULTURAL COMMISSION

TUESDAY, AUGUST 14, 2012

4:00 PM

JOSHUA TREE ROOM

YUCCA VALLEY COMMUNITY CENTER COMPLEX

57090 TWENTYNINE PALMS HIGHWAY

YUCCA VALLEY, CALIFORNIA 92284

PARKS, RECREATION & CULTURAL COMMISSION

Jeff Evans, Chair

Jennifer Collins, Vice Chair

Dan Harman, Commissioner

Laurine Silver, Commissioner

Meredith Jones, Commissioner

Mark Nuaimi, Town Manager

Jim Schooler, Director of Community Services

Maureen S. Randall, Secretary

COMMUNITY SERVICES OFFICE 760-369-7211

www.yucca-valley.org

AGENDA

**TOWN OF YUCCA VALLEY
PARKS, RECREATION & CULTURAL COMMISSION
TUESDAY, AUGUST 14, 2012**

*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

PLEDGE OF ALLEGIANCE

Led by _____

ROLL CALL Commissioner Harman, Commissioner Silver, Commissioner Jones, Vice Chair Collins,
Chair Evans

APPROVAL OF AGENDA

1. Parks, Recreation & Cultural Commission Agenda

Action Motion: **Move to approve the agenda of the August 14, 2012
Parks, Recreation & Cultural Commission meeting**

Motion _____

Move _____ 2nd _____ Vote _____

CONSENT AGENDA

**1-3 2. Minutes of the Parks, Recreation & Cultural Commission meeting
July 10, 2012**

Recommendation: **Approve minutes as presented**

**AGENDA
TOWN OF YUCCA VALLEY
PARKS, RECREATION & CULTURAL COMMISSION
TUESDAY, AUGUST 14, 2012**

4-6 **3. Museum Report**

Recommendation: **Move to receive and file the Hi Desert Nature Museum
Monthly Report for July 2012**

7-11 **4. Recreation Report**

Recommendation: **Move to receive and file the Recreation Monthly
Reports for July 2012**

All items listed on the consent calendar are considered to be routine or non-controversial matters. The items listed on the consent calendar may be enacted in one motion. There will be no separate discussion of specific consent calendar items unless a member of the Parks, Recreation and Cultural Commission or Town Staff requests such discussion at the beginning of the meeting.

Recommendation: **Approve Consent Agenda items 2-4**

Move _____ 2nd _____ Vote _____

PUBLIC COMMENTS

In order to assist in the timely conduct of the meeting, the Parks, Recreation & Cultural Commission will usually not respond to citizens' comments or inquiries during this part of the meeting. The Parks, Recreation & Cultural Commission is prohibited by state law from taking action on items not included on the printed agenda. Are there any public comments on items not on the printed agenda?

**AGENDA
TOWN OF YUCCA VALLEY
PARKS, RECREATION & CULTURAL COMMISSION
TUESDAY, AUGUST 14, 2012**

STAFF REPORTS

12-15 **5. Yucca Valley High School Cheerleader Booster Club ~ Waiver of Facility Use Fees Request**

Recommendation: **Consider the issue and make a determination regarding the request for a waiver of facility use fees**

Action Motion _____

Move _____ 2nd _____ Vote _____

16 **6. Roller Derby Discussion**

Discussion only; no recommendation

17-23 **7. Commissioner Rules of Procedure**

Recommendation: **If revisions are desired, move to approve specific amendments to the Parks, Recreation and Cultural Commission Rules of Procedure**

Action Motion _____

Move _____ 2nd _____ Vote _____

24-25 **8 Parks Naming Policy**

Discussion only, no recommendation at this time. (Staff will return in September with a summary of input and a request for a Commission recommendation.)

**AGENDA
TOWN OF YUCCA VALLEY
PARKS, RECREATION & CULTURAL COMMISSION
TUESDAY, AUGUST 14, 2012**

COMMISSIONER REPORTS AND COMMENTS

1. Commissioner Silver
2. Commissioner Harman
3. Commissioner Jones
4. Vice Chair Collins
5. Chair Evans

FUTURE AGENDA ITEM

ANNOUNCEMENTS

The next meeting of the Parks, Recreation and Cultural Commission is September 11th 2012 at 4:00pm in the Joshua Tree Room of the Yucca Valley Community Center.

ADJOURNMENT

PARKS, RECREATION AND CULTURAL COMMISSION STAFF REPORT

To: Members of the Parks, Recreation and Cultural Commission
From: Jim Schooler, Director of Community Services
Date: August 9, 2012
For Commission Meeting: August 14, 2012

Subject: Parks Naming Policy

Prior Commission Review: None

Recommendation: Discussion only, no recommendation at this time. (Staff will return in September with a summary of input and a request for a Commission recommendation.)

Summary: To date, the Town has not had a policy for naming or re-naming parks or other public facilities. As new parks and amenities are being developed, the Council has requested input in developing a policy to guide such decisions.

Order of Procedure:

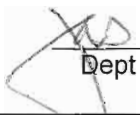
- Request Staff Report
- Request Public Comment
- Commission Discussion / Input to Staff

Discussion: The Town of Yucca Valley has not completed the development of new park facilities during the years since incorporation. For this reason, the Town has not had a need for a policy to guide the naming of Town parks.

With two exceptions, the names of the Town's public parks are the same as when they were maintained and operated by the County of San Bernardino through the Yucca Valley Parks and Recreation District. The exceptions are the re-naming of Triangle Park to Remembrance Park following the 9-11 tragedy, and the re-naming of Hi-Desert Park to Jacobs Park in 2003 to honor an original Park Commissioner whose volunteer efforts were responsible for the development and care of the park.

The current construction of Phase 1-A of the South Side Park has raised questions whether the park name is appropriate or whether alternatives should be considered. Because no policy exists for naming or re-naming Town parks, staff has been asked to work with the PRC Commission in the development of guidelines and procedures to address these issues.

Staff will provide templates for park and amenity naming and re-naming policies for Commission discussion, and solicit Commissioner input toward the development of a policy. Based on the Commission and public discussion, a draft policy will be

Reviewed By: _____ _____ _____  _____
 Town Manager Town Attorney Mgmt Services Dept Head

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

presented for review and approval at the September Commission meeting, after which a recommendation will be forwarded to the Town Council.

Alternatives: None recommended at this time

Fiscal impact: None at this time

Attachments: Supplemental materials will be provided at the August 14th Commission meeting.

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

TUESDAY, JULY 14, 2012

CALL TO ORDER by Chair Evans at 4:00

PLEDGE OF ALLEGIANCE led by Commissioner Silver

ROLL CALL Commissioners present: Commissioner Silver, Commissioner Jones, Vice Chair Collins and Chair Evans. Commissioner Harman was excused.

APPROVAL OF AGENDA

1. Action Motion: **Move to approve the agenda of the July 10, 2012 Parks, Recreation and Cultural Commission meeting.**

Move: Collins 2nd: Silver Vote: 4-0-0-1

CONSENT AGENDA

2. MINUTES OF PARKS, RECREATION & CULTURAL COMMISSION MEETING OF JUNE 14, 2012

Recommendation: **Approve minutes as presented.**

3. MUSEUM REPORT

Recommendation: **Move to receive and file the Museum Monthly report for June 2012.**

4. RECREATION REPORT

Recommendation: **Move to receive and file the Recreation Monthly reports for June 2012.**

All items listed on the consent calendar are considered to be routine or non-controversial matters. The items listed on the consent calendar may be enacted by 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.

Action Motion: **Move to approve Consent Agenda items 2-4**

Move: Collins 2nd: Jones Vote: 4-0-0-1

5. Proposed Rules for the Use of Dog Park

Director Schooler reported on the returning item regarding the proposed rules for the use of dog parks in Yucca Valley. Director Schooler introduced Melanie Crider, Animal Care and Control Manager who was in the audience to participate in the discussion and to answer any questions the commissioners may have. After reviewing the responses from the questions that arose at the June PRCC meeting, the commissioners were in agreement to forward the recommended rules to the Council for approval.

Action Motion: **Move to recommend that the Town Council amend the Park and Facility Regulations section of the Town of Yucca Valley Municipal Code by incorporating the proposed dog park rules**

Move: Jones 2nd Silver Vote: 4-0-0-1

6. Fall 2012 Programs ~ Community Services Department

Director Schooler reported that staff has developed the schedule of activities and events for the fall months – September through November. Detailed program descriptions for the Recreation Division and Hi Desert Nature Museum program are being prepared for inclusion in the printed Experience Yucca Valley activity guide that will be distributed throughout the community in mid August. He offered the commissioners an opportunity to review the program offerings.

Chair Evans reiterated that he is impressed by the quantity and quality of the activities the department puts on. He mentioned these updates are very informational.

Recreation Coordinator Sue Earnest talked about a company (Hensel-Phelps) that approached staff about donating a project to the softball program. They are considering the design and construction of a scorekeeper's booth.

Action Motion **Move to forward the summary to the Town Council with a recommendation to receive and file the report.**

Move: Collins 2nd Silver Vote: 4-0-0-1

PUBLIC COMMENT - none

STAFF INFORMATION ITEMS

Director Schooler reported that he had visited Simi Dabah's Los Angeles home and art studio. Director Schooler invited conversation about cancelling the August meeting, stating in the past there has not been a meeting due to vacation schedules. With discussion it was decided that if something of major importance arises there will be an August meeting otherwise no meeting until September. Staff will stay in contact with the commissioners.

COMMISSIONER REPORTS AND COMMENTS

1. **Commissioner Silver:** Commissioner Silver mentioned that the Hershey track meet was terrific. Good partnership.
2. **Commissioner Jones:** Commissioner Jones nothing to report.
3. **Commissioner Harman:** Commissioner Harmon excused
4. **Chair Collins:** Vice Chair Collins nothing to report.
5. **Chair Evans:** Chair Evans inquired on the cultural aspect of the community. He inquired about the logistics of a public art project to improve the three entryways into the Town; and about the possibility of a banner program to advertise what is going on in the community.

ANNOUNCEMENTS

The next regularly scheduled meeting of the Parks, Recreation and Cultural Commission will be on Tuesday, August 14, 2012 at 4:00pm in the Joshua Tree Room of the Yucca Valley Community Center.

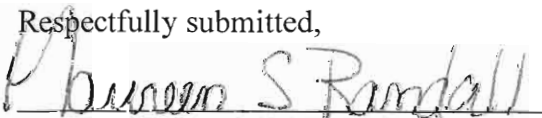
FUTURE AGENDA ITEMS

Park Naming Policy

ADJOURNMENT

Chair Evans adjourned the meeting at 5:12 pm

Respectfully submitted,



Maureen S. Randall, PRCC Secretary
Community Services Department

PARKS, RECREATION, CULTURAL COMMISSION STAFF REPORT

To: Members of the Parks, Recreation, Cultural Commission
From: Lynne Richardson, Museum Supervisor
Date: August 2, 2012
For Commission Meeting: August 14, 2012

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 July 2012.

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

Discussion:

Current Temporary Exhibits:

“Cold-Blooded in the Mojave” will be on display through September 15, 2012 in the Temporary Gallery.

Museum Attendance

The month of July brought 2,476 visitors to the museum, this is a decrease in visitation from July 2011.

Reviewed By: _____ _____ _____ _____
 Town Manager Town Attorney Mgmt Services Dept Head

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

Museum Donations

The museum received \$262 donations in July, which was slightly lower than donations received in July 2011.

Gecko Gift Shop

| | | |
|-------------------|----|--------|
| Merchandise sold: | \$ | 823.52 |
| Sales Tax: | \$ | 63.82 |
| July Total: | \$ | 887.34 |

Gift shop sales for July 2012 were higher than sales in the corresponding month of 2011.

Fundraising Efforts:

July Income: 1 membership received for \$100
Totals to Date: 30 Memberships, \$1,150; 16 Bricks sold for \$3,200

Upcoming Programs and Special Events

Wed., August 8, Art & Culture Wednesday, Japan
Thu., August 9, Brown Bag Lunch Lecture, Bats
Sat., August 11, Science Saturday, Rocks & Minerals
Wed., August 23, Brown Bag Lunch Lecture, YV Animal Shelter
Sat., September 1, Science Saturday, Genetics & Fingerprints
Wed., September 12, MBHS Presents, Early Schools of the Morongo Basin
Sat., September 15, Science Saturday, Astronomy
Sat., September 15, Starry Nights Festival
Sat., September 29, Wild West Family Fun Day
Sat., October 6, Science Saturday, Weather
Wed., October 10, MBHS Presents
Sat., October 20, Archaeopalooza
Sat., October 20, Western Museums Association Pre-Conference Tour
Sat., October 27, Halloween Spooktacular

Upcoming Temporary Exhibitions

Ride 'em Cowboy! The West in Popular Culture
September 22, 2012 – January 19, 2013

Reduce, Reuse, Recycle
January 25 – April 27, 2013

Advertising and Promotion:

During the month of July 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, Facebook page and Twitter account are continually updated with current exhibits, events, and programs.

The electronic newsletter, "Tortoise Tales," was sent to 1244 recipients on July 10.

On Wednesday, July 4, the *Hi-Desert Star* printed an article regarding the museum's Science Saturday program.

Museum Progress on Projects and Programs in July:

| Project/Program | Status | Notes |
|--|-----------|--|
| Presented two Art & Culture Wednesdays | Completed | July 11: Germany July 25: Australia |
| Hosted two Brown Bag Lunch Lectures | Completed | July 12: Fear July 26: California Missions |
| Presented two Science Saturdays | Completed | July 14: Paleontology July 28: Biochemistry |
| Made a presentation to 29 Palms Kiwanis | Completed | July 10 |
| Participated in two Kamp Kool Beans programs | Completed | July 11: Global Kids July 25: Goin' Buggy |
| Hosted the JTNP Artist-in-Residence jury selection | Completed | July 30 |
| Logistical planning for the Starry Nights Festival | Ongoing | Scheduled for September 15 |
| Logistical planning for the WMA pre-conference tour | Ongoing | Scheduled for October 20 |
| Initiated full inventory of collections | Ongoing | |
| Conduct various educational programs for students and special interest groups | Ongoing | |
| Address visitor inquiries regarding desert ecology and local history | Ongoing | |
| Continue developing partnerships with local agencies and community organizations | Ongoing | |

Reviewed by: Staff
Department Director

PARKS, RECREATION AND CULTURAL COMMISSION STAFF REPORT

To: Members of the Parks, Recreation and Cultural Commission
From: Jim Schooler, Director of Community Services
Date: August 9, 2012
For Commission Meeting: August 14, 2012

Subject: Monthly Recreation Division reports –July 2012

Recommendation: Receive and file the July 2012 Recreation Division monthly reports.

Order of Procedure:

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

Discussion: The attached pages summarize the primary programming activity conducted by the recreation staff in the month of April 2012.

Attachments: July Youth Programs report
July Sports Activities report
July Enrichment Activities report
July Special Events

Reviewed By: _____

Town Manager Town Attorney Mgmt Services Dept Head

| | | | |
|--|---|--|--|
| <input type="checkbox"/> Department Report | <input type="checkbox"/> Ordinance Action | <input type="checkbox"/> Resolution Action | <input checked="" type="checkbox"/> Public Hearing |
| <input type="checkbox"/> Consent | <input type="checkbox"/> Minute Action | <input type="checkbox"/> Receive and File | <input type="checkbox"/> Study Session |

Town of Yucca Valley

Community Services Department - Recreation Division

Monthly Report - Youth Programs - July 2012

| | Ages | Fee | Session | Participation | Status / Issues / Comments |
|------------------------------|------------------------|------------------------------------|--|-----------------------------|--|
| Paradise Park Summer Program | Ages 5-16 | no charge | Mon thru Thurs 1:00 - 4:00 p.m. | 16 days 152 | Attendance is steady, Crafts, tournaments, movie days & free time on a weekly basis |
| Kamp Kool Beans | Grades 1st through 6th | \$35 resident \$40 non-resident | Mon thru Thurs 10:00 am to 2:00 pm | 24 | Week 2 Theme: Scamp Seussville Campers played Sneetches tag, created Yertle the Turtle, made Cat in the Hat treats and Joy Groves ready the Foot Book and Green Eggs and Ham. |
| Kamp Kool Beans | Grades 1st through 6th | \$35 resident \$40 non-resident | Mon thru Thurs 10:00 am to 2:00 pm | 26 | Week 4 Theme: Jurassic Jamboree Participants had a fantastic time making fossils, opening their crystal filled geodes and making their own dinosaurs hats. The two children on the waiting list were allowed to enroll. |
| Kamp Kool Beans | Grades 1st through 6th | \$35 resident \$40 non-resident | Mon thru Thurs 10:00 am to 2:00 pm | 24 | Week 5 Theme: Goin' Buggy This week there was a visitor from the High Desert Nature Museum. Stefanie Ritter came dressed in her cockroach costume and brought a Hissing Cockroach. Butterflies and beetles were created this week along with a mud cup snack full of gummy worms. |
| H-2-OH | 10 yrs. And younger | no charge | Every other Friday 10:00 a.m. to noon | July 6 - 29 July 20 - 44 | Rec. staff set up Slip-n-Slides, fill wading pools and turn on the sprinkler for kids to play in. Comments are made by children and parents about the amazing green grass outside the community center. |

Town of Yucca Valley
Community Services Department - Recreation Division

Monthly Report - Sports - July 2012

| Ages | Fee | Season | Participation | Status / Issues / Comments |
|---|--------------------|--------------|---------------|---|
| Adult Softball Summer Leagues | \$400 per team | 6/25 - 9/12 | 368 | Summer Softball is underway. Four Leagues were offered: Mens, Traditional Coed, Casual Coed, and Ladies. Mens League filled with 6 teams, Ladies League garnered 5 teams. Both Coed Leagues filled for a total of 12 teams. The total registration for Adult Summer Softball is 23 teams. Program takes place Monday through Friday nights at the Community Center. |
| Adult Softball Fall Leagues | \$400 per team | 9/10 - 11/28 | TBD | Registration for Fall Adult Softball is underway. Four Leagues are offered: Mens, Traditional Coed, Casual Coed, and Ladies. Casual League is already nearing capacity. Registration deadline is August 22nd. |
| Town of Yucca Valley Lady Trojan Girls Volleyball Camp | \$70.00 per player | 7/9-7/12 | 30 | This program was a joint effort with the YVHS Varsity Volleyball Coach and team. Registration garnered 30 players. This year's camp featured a longer day with volleyball activities in the morning hours, lunch break, then swimming, for a full 9:00 am to 3:00 pm camp day. Response was very favorable. |
| Coed Softball Tournament | \$175 | 7/14/2012 | 0 | Canceled due to lack of enrollment. Some interested teams but not enough registered by the deadline. |

Town of Yucca Valley
 Community Services Department - Recreation Division
 Monthly Report - Enrichment Activities - July 2012

| | Age/s | Fee | Meeting Days | # of meetings | Participation last month | Participation this month | Change + / - | Status / Issues / Comments |
|------------------------------------|---------------|----------------------|-------------------------------|---------------|--------------------------|--------------------------|--------------|---|
| Art Studio | 18 & over | \$2/meeting | Thurs 9am-12pm | 4 | 60 | 29 | -31 | Instructor said attendance is down due to vacations |
| Bellydance, Adv. Beginning | 10 & over | \$35/6 meetings | Wed. 7-8 pm | 1 | 0 | 5 | 5 | Session is from July 28 to August 28 |
| Bellydance, Beginning | 10 & over | \$35/6 meetings | Wed. 6-7 pm | 1 | 0 | 12 | 12 | Session is from July 28 to August 28 |
| Bridge | 18 & over | \$2/meeting | Fri 12:30-4 pm | 4 | 29 | 32 | 3 | |
| Guitar | 14 & over | \$40/6meetings | Tues 7-8 pm | 4 | 25 | 32 | 7 | Six-week session began July 10 |
| Gymnastics, Beginning | 6 & over | \$25/month | Mon 4-4:55 pm | 2 | 12 | 18 | 6 | Session is from July 16 to August 6. (4 weeks) |
| Gymnastics, Intermediate | 10 & over | \$25/month | Mon 5-5:55 pm | 2 | 8 | 10 | 2 | Session is from July 16 to August 6. (4 weeks) |
| Kinder Gym | 3-5 yrs | \$25/month | Mon 3:30-4:00 pm | 2 | 10 | 20 | 10 | Session is from July 16 to August 6. (4 weeks) |
| Knit & Crochet | 16 & over | \$2/meeting | Thurs. 9:15 a.m. - 12:15 p.m. | 4 | 16 | 17 | 1 | |
| Mon, Dad & Me | 2-5 yrs | \$2/meeting | Tues 10:30 - 11:30 am | 5 | 40 | 30 | -10 | |
| Scrabble | 21 & over | \$2/meeting | Tues 1-4 pm | | | | | Class will resume on Tuesday, September 4. |
| Stretch N' Tone | All | Mon 3:30-4:00 pm | Mon-Fri 9:00 - 10:00 a.m. | 13 | 227 | 172 | -55 | Instructor Joy Groves took time off for vacation |
| Table Tennis | 18 & over | Fri 5-8 pm | Wed 2-5 pm | 4 | 36 | 28 | -8 | |
| Tai Chi Chuan | All | \$30/month | Wed 6-7:30 pm | 4 | 27 | 28 | 1 | |
| Woodcarving | 16 & over | \$2/meeting | Tues 6-9 pm | 4 | 35 | 30 | -5 | |
| Get Fit Club | 13 & over | \$8/meeting | Mon 6:30 & 7:30 p.m. | 2 | 12 | 7 | -5 | Get fit Club will not be part of the Fall line-up. |
| Walking Club | All | \$15.00 one time fee | | | 24 | | -24 | Total sign-up |
| Beginning Harmonica | 5 yrs 7 over | \$2/meeting | Fri 4:00 - 5:00 p.m. | 4 | 20 | 14 | -6 | |
| Western Line Dancing Intermediate | 18 yrs & over | \$2/meeting | Mon 6:00 - 8:00 pm | 5 | 58 | 63 | 5 | |
| Western Line Dancing Instructional | 18 yrs & over | \$3/meeting | Thurs 1:00 - 3:00 pm | 4 | 0 | 69 | 69 | |

Town of Yucca Valley
 Community Services Department - Recreation Division
 Monthly Report - Special Events - July 2012

| | Ages | Fee | Day/Date | Participation this month | Status / Issues / Comments |
|---------------------------|------|-----------|----------------------|-----------------------------|----------------------------------|
| Summer Music Festival (3) | All | no charge | Saturday, July 7 | 600 | There Be Pirates (Sea Shanties) |
| Summer Music Festival (4) | All | no charge | Saturday, July 14 | 900 | Silverado (Country Western) |
| Summer Music Festival (5) | All | no charge | Saturday, July 21 | 900 | Blue Daddy (Blues, Motwon, Jazz) |
| Summer Music Festival (6) | All | no charge | Saturday, July 28 | 1000 plus | The Answer (Classic Rock) |

PARKS, RECREATION AND CULTURAL COMMISSION STAFF REPORT

To: Members of the Parks, Recreation and Cultural Commission
From: Maureen Randall, Administrative Assistant
Date: August 8, 2012
For Commission Meeting: August 14, 2012

Subject: Request for Waiver of Fees – Yucca Valley High School Cheerleader Booster Club

Prior Commission Review: None.

Recommendation: Consider the issue and make a determination regarding the request of rental fee waiver.

Summary: The Yucca Valley High School Cheerleader Booster Club has requested a waiver of facility use fees to hold a two-day fundraising softball tournament at the Community Center softball field. They have also requested extended use of the field and lights until 12am. The Parks Ordinance states that park hours are 6am until 11pm.

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

Discussion: The rental and use of public facilities and equipment is regulated by the Town’s adopted fee schedule and policy. The Council has made provision for user groups to request a waiver or reduction in fees, and has established guidelines under which such requests should be favorably considered. The Council has delegated authority to the Parks, Recreation and Cultural Commission to interpret the guidelines and rule on waiver requests.

The Council has approved the following specific criteria for consideration in dealing with waiver requests.

1. The activity or event is conducted by a local organization and the primary purpose of the activity or event is to provide services for the youth of the community , or

| | | | | |
|--------------|--------------|---------------|---------------|-----------|
| Reviewed By: | _____ | _____ | _____ | _____ |
| | Town Manager | Town Attorney | Mgmt Services | Dept Head |

| | | | |
|---|---|--|---|
| <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 checked="" type="checkbox"/> Minute Action | <input type="checkbox"/> Receive and File | <input type="checkbox"/> Study Session |

2. The activity or event is of large scale community-wide interest or benefit, is conducted by a local organization and will be open free of charge to all members of the local community who wish to participate.
3. If the activity or event does not clearly meet either of the first two guidelines, it must be demonstrated that the service provided replaces the need for the Town to provide such services.

In cases where the request does not fall clearly within the Council's guidelines for a waiver, the Parks, Recreation and Cultural Commission is authorized by Council to make a final decision on the request.

A representative of the Yucca Valley High School Cheerleader Booster Club has requested the use of the Community Center fields for a softball tournament fundraiser on August 24th and 25th from 4:00pm to 12:00am both days. The fundraiser will benefit the Yucca Valley High School cheerleaders. It will help to pay for travel to away games, uniforms, shoes and other costs throughout the 2012-13 season. There will be a \$25 per person charge to play in the tournament. The applicant has requested a waiver of fees for the use of the field.

Along with the request of the field use fee waiver, the group has requested that the lights on the field stay on until 12am for both evenings. Below are excerpts from the applicable Town ordinances:

Outdoor Lighting and Night Sky Protection Ordinance

Recreation Facilities, both public and private. The following standards are applicable to all structures.

- (1) There shall be no illumination of private recreational facilities between the hours of 11:00pm and sunrise.
- (2) There shall be no illumination of public recreational facilities unless the facilities are being utilized. The illumination must be turned off no later than 11:00 pm or one hour after the termination of the event and/or use, whichever occurs first.

Use of Park Facilities Ordinance

11.60.040 Park and Facility Regulation

9 c 0 Park Hours. Town of Yucca Valley parks are open daily to all persons from 6:00am until 11:00pm. No person shall remain in any park between the hours of 11:00pm and 6:00am without written permission from the Director.

In response to a previous similar request, the Commission granted permission to play beyond the park closing time provided that no games begin after 11pm.

Alternatives: Approval of the waiver request; denial of the waiver request; or a partial waiver or reduction in rental fees.

Fiscal impact: Approval of this waiver request would result in approximately \$260.00 of forfeited revenue.

Attachments: Yucca Valley High School Cheerleader Booster Club letter requesting waiver



YVHS CHEERLEADER BOOSTER CLUB

7600 SAGE AVE
YUCCA VALLEY HIGH SCHOOL



Date: July 30, 2012

To: Town of Yucca Valley

From: Y.V.H.S Cheer Booster Club

To whom it my concern, my name is Nicole Katona and I'm the Yucca Valley High School Cheer leading assistant coach and cheer booster treasurer. I am writing you with a fundraiser request. I would like to organize a softball tournament fundraiser for August 24th and 25th to benefit Y.V.H.S Cheerleaders. The money raised will help pay for travel to away games, uniforms, shoe's and upcoming cost throughout the 2012-2013 cheer season. In hopes of this I'm requesting field use for the Community Center and a fee waiver for the nights of Aug 24th and 25th from 4pm to 12am for both nights. If you have any questions or concerns regarding tournament please feel free to contact our coordinator Kim Witte at (760-902-7429) or myself Nicole Katona at (760-848-8120)

Thank you, for considering Y.V.H.S greatly appreciates it.

Assistant Cheer Coach and booster Treasure: Nicole Katona

TROJANS

PARKS, RECREATION AND CULTURAL COMMISSION STAFF REPORT

To: Members of the Parks, Recreation and Cultural Commission
From: Jim Schooler, Director of Community Services
Date: August 9, 2012
For Commission Meeting: August 14, 2012

Subject: Commission Rules of Procedure

Prior Commission Review: The Commission has periodically reviewed its established Rules of Procedure, normally in June of each year. The last significant revision based on formal review was in June, 2008.

Recommendation: If revisions are desired, move to approve specific amendments to the Parks, Recreation and Cultural Commission Rules of Procedure

Summary: The members of the Parks, Recreation and Cultural Commission conduct periodic reviews of the established Rules of Procedure that guide commission activity. If there is consensus among the commissioners to revise the rules, those specific revisions will be incorporated into the document.

Order of Procedure:

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

Discussion:

The Commission adopted certain protocol to guide their activities in April, 2001. An annual review of the rules is recommended in June of each year; however, the Commission has also revisited the document as the need has arisen periodically over the years.

The last review and revision was in June, 2008.

Following discussion of the document, staff will incorporate revisions (if any) that are approved by Commission.

Fiscal impact: None

Attachments: Rules of Procedure document

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|--------------|--------------|---------------|---------------|-----------|
| Reviewed By: | _____ | _____ | _____ | _____ |
| | Town Manager | Town Attorney | Mgmt Services | Dept Head |

| | | | |
|---|---|--|---|
| <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 type="checkbox"/> Receive and File | <input type="checkbox"/> Study Session |

Parks, Recreation and Cultural Commission
Rules of Procedure
(Amended June, 2008)

Organization and Officers

A. Organization

The Parks, Recreation and Cultural Commission shall consist of five regular members and shall be organized to exercise such powers as prescribed by ordinance No.104 of the Town of Yucca Valley.

B. Officers

1. Selection

- a. A Chair and Vice-Chair shall be elected annually from among the Commission's membership at the first regularly scheduled meeting in June (or as soon thereafter as possible) to serve at the pleasure of the Commission.
- b. The Vice-Chair shall succeed the Chair if he/she vacates the office before the term is completed, the Vice-Chair to serve the unexpired term of the vacated office. A new Vice-Chair shall be elected at the next regular meeting.
- c. In the absence of the Chair and Vice-Chair, any other member shall call the Commission to order, whereupon a Chair shall be elected from the members present to preside.

2. Responsibilities

The responsibilities and powers of the officers of the Parks, Recreation and Cultural Commission shall be as follows:

a. Chair

- (1) Preside at all meetings of the Commission.
- (2) Call special meetings of the Commission in accordance with legal requirements and the Rules of Procedure.
- (3) Sign documents of the Commission.
- (4) See that all actions of the Commission are properly taken.
- (5) Assist staff in determining agenda items.

- (6) The Chair shall be an ex officio member of all sub-committees with voice but no vote.
- (7) The Chair or his/her designee shall serve as the spokesperson and representative of the Commission.

b. Vice-Chair

During the absence, disability or disqualification of the Chair, the Vice-Chair shall exercise or perform all the duties and be subject to all the responsibilities of the Chair.

c. Designee

Should the Chair and Vice-Chair be unavailable, either may appoint a designee to exercise or perform all the duties and be subject to all the responsibilities of the Chair.

C. Duties and Powers

1. The Parks, Recreation and Cultural Commission shall have the power to recommend to the Town Council, after sufficient discussion and public input, the adoption, amendment or repeal of policies, ordinances or strategies pertaining to the Town's parks, recreation programming or cultural elements.
2. The Commission shall advise the Town Council on those matters falling within its charged responsibilities in a manner reflecting concern for the overall development and environment of the Town as a setting for human activities.

D. Rules of Order

Except as otherwise provided in these Rules of Procedure, "Robert's Rules of Order, Newly Revised," shall be used as a guide to the conduct of the meetings of the Parks, Recreation and Cultural Commission provided, however, that the failure of the Commission to conform to said rules of order shall not, in any instance, be deemed to invalidate the action taken.

Meetings

A. Public Meetings

All meetings shall be held in full compliance with the provision of state law, ordinances of the Town, and these Rules of Procedure.

B. Regular Meetings

1. Regular meetings shall be held on the second Tuesday of each month at 7:00pm. in the Community Center unless otherwise determined by the Commission.

C. Adjourned Meetings

In the event it is the wish of the Parks, Recreation and Cultural Commission to adjourn its meeting to a certain hour on another day, a specific date, time, and place must be set by the Commission prior to the regular motion to adjourn.

D. Special Meetings

Special meetings of the Parks, Recreation and Cultural Commission may be held at any time upon the call of the Chair or by a majority of the voting members of the Commission or upon request of the Town Council following at least 24 hours' notice to each member

of the Commission and to the press. The time and place of the special meeting shall be determined by the convening authority.

E. Study Sessions/Workshops

1. The Commission may be convened as a whole or as a committee of the whole in the same manner as prescribed for the calling of a special meeting for the purpose of holding a study session provided that no official action shall be taken and no quorum shall be required.
2. Such meetings shall be open to the public; but, unless the Commission invites evidence or comments to be given, participation by interested members of the public shall not take place at such study sessions.

F. Attendance

1. All Parks, Recreation and Cultural Commissioners are expected to attend each regular and special meeting of the Commission, unless advance notification of the anticipated absence is provided to staff.
2. If any commissioner is absent for three consecutive regular meetings of the Parks, Recreation and Cultural Commission without providing advance notification to staff, the Chair shall request staff to bring the matter to the attention of the designated Town Council mentor.

G. Agenda

1. An agenda for each meeting of the Commission shall be prepared by the Community Services Director or his/her staff with the cooperation of the Chair or in his/her absence, the Vice-Chair.
2. The Commission cannot guarantee that matters to be considered by the Commission will be included on the next agenda.
3. A copy of the agenda shall be posted at the required locations for a period of seventy-two (72) hours prior to the time scheduled for the meeting.

H. Order of Meetings

1. The Order of Business shall be as follows:

- a. The Chair shall call the Commission to order precisely at the hour appointed for the meeting.
- b. Pledge of allegiance.
- c. Roll Call: Members present and absent shall be recorded.
- d. The agenda shall be approved as submitted or revised.
- e. Minutes from previous meetings shall be approved or revised.
- f. Public Comments: Any member of the audience may comment on any matter which is not listed on the agenda. The Commission will usually not respond to citizens' comments or inquiries during this part of the meeting. The Commission is prohibited by state law from taking action on items not included on the printed agenda.
- g. The public shall be advised of the procedures to be followed in the meeting.
- h. The Commission shall then hear and act upon those items scheduled for consideration, or other matters of business.
- i. Adjournment.

2. Presentation or Hearing of Proposals

The following shall be the order of procedure for discussion of matters brought to the Commission on the meeting agenda.

- a. The Chair shall announce the subject of the item to be considered.
- b. The Chair shall request a staff report introducing the item to be discussed.
- c. The Chair shall invite public comment (3 minutes per person)
- d. The Chair shall invite Commission members to ask questions of staff for clarification or additional information.
- e. The Chair shall close public comments and invite discussion of the item among Commissioners.
- f. If the item requires Commission action, the Commission shall deliberate and determine their recommendation, or opt to table the issue until another date and time.

- g. **Rules of Testimony.** The rules of testimony shall be as follows:
- (1) Persons presenting testimony to the Commission are requested to give their name and community of residence for the record.
 - (2) If there are numerous people in the audience who wish to participate on the issue, and it is known that all represent the same opinion, a spokesman should be selected to speak for the entire group. The spokesman will thus have the opportunity of speaking for a reasonable length of time and of presenting a complete case.
 - (3) To avoid unnecessary cumulative evidence, the Chair may limit the number of comments regarding a particular issue.
 - (4) Irrelevant and off-the-subject comments will be ruled out of order.
 - (5) The Chair will not permit any complaints regarding the staff or individual commissioners during a public meeting. Complaints not related or germane to the issue shall be submitted in writing to the Community Services Director.

I. Motions

1. A motion to adjourn shall always be in order except during roll call.
2. The Chair of the Commission, or other presiding officer, may make and second motions and debate from the Chair subject only to such limitations of debate as are imposed on all members of the Commission.

J. Voting

1. Voting Requirements

- a. A quorum shall consist of three members.
- b. The affirmative vote of a majority of the Commissioners present is necessary for it to take action. Except as may be required by State law, a majority of the Parks, Recreation and Cultural Commission shall be sufficient to do business and motions may be passed 2-1 if only 3 attend.
- c. When a member of the Commission abstains from voting on any matter before it because of a potential conflict of interest or other reason, said vote shall not constitute nor be considered as either a vote in favor of or opposition to the matter being considered.

2. Voting Order

The order of voting may be rotated as desired except that the Chair shall vote last.

3. Recording of Votes

The minutes of the Commission's proceedings shall show the total votes for, total votes against, abstentions and absences. When a roll call vote is taken, the minutes shall show the vote of each Commission member.

4. Disqualification from Voting

When a Commissioner determines not to act because they have disqualifying conflict of interest, the Commissioner's determination must be accompanied by disclosure of the financial interest, made part of the official record, or made in writing to the Commission secretary.

Review and Amendments Procedure

- A. These Rules of Procedure shall be reviewed (and amended if appropriate) by the Commission in June of each year. In addition, these Rules of Procedure may be amended at any meeting of the Parks, Recreation and Cultural Commission by a majority of the membership of the Commission provided that the proposed amendment is received by each commissioner not less than 5 days prior to said meeting.