

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

Sept 6 2012 Maureen Randall
Date Signature

MEETING AGENDA

TOWN OF YUCCA VALLEY

PARKS, RECREATION & CULTURAL COMMISSION

TUESDAY, SEPTEMBER 11, 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, SEPTEMBER 11, 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 September 11, 2012
Parks, Recreation & Cultural Commission meeting**

Motion _____

Move _____ 2nd _____ Vote _____

CONSENT AGENDA

**2. Minutes of the Parks, Recreation & Cultural Commission meeting
August 14, 2012**

Recommendation: Approve minutes as presented

**AGENDA
TOWN OF YUCCA VALLEY
PARKS, RECREATION & CULTURAL COMMISSION
TUESDAY, SEPTEMBER 11, 2012**

3. Museum Report

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

4. Recreation Report

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

5. Tender Lov'ing Christmas

Recommendation: **Move to waive the facility use fees associated with Tender Lov'ing Christmas 2012 event.**

6. Yucca Valley Chamber of Commerce Gourd Art Festival

Recommendation: **Move to approve the Sunday use of Town Facilities**

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 2-6**

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, SEPTEMBER 11, 2012**

STAFF INFORMATION ITEMS

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 October 9th 2012 at 4:00pm in the Joshua Tree Room of the Yucca Valley Community Center.

ADJOURNMENT

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

TUESDAY, AUGUST 14, 2012

CALL TO ORDER by Chair Evans at 4:00pm

PLEDGE OF ALLEGIANCE led by Commissioner Harman

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

APPROVAL OF AGENDA

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

Move: Silver

2nd: Collins

Vote: 5-0-0-0

CONSENT AGENDA

2. **MINUTES OF PARKS, RECREATION & CULTURAL COMMISSION MEETING OF JULY 10, 2012**

Recommendation: **Approve minutes as presented.**

3. **MUSEUM REPORT**

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

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 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: Silver Vote: 5-0-0-0

5. Yucca Valley High School Cheerleader Booster Club ~ Waiver of facility use fees Request

Director Schooler opened discussion on a request for a waiver of facility use fees. Yucca Valley High School Cheerleader Booster Club has requested a waiver of fees to hold a two-day softball tournament at the Yucca Valley Community Center softball field on August 24 & 25 from 4:00 pm to midnight both days. Along with the request of the field use fee waiver, the group has requested that the softball field lights stay on until 12 am, an hour past the normal park use hours. In response to previous similar request, the Commission granted permission to play beyond the park closing time provided that no games begin after 11pm.

Nicole Katona, the assistant cheerleading coach, spoke in regards to the request. Ms. Katona stated that the school district does not contribute to the cheerleading organization and the girls have to pay for all travel, uniforms, shoes, etc. The event will be a fundraiser to help offset some of the costs for the cheerleaders.

Chair Evans inquired about any other fundraising the group does. Ms. Katona stated the girls do car washes, donation cans and sell items at the football games. Vice Chair Collins suggested that the group pay the facility use fee of \$260 and allow the lights to stay on until midnight.

Action Motion: **Move to charge the facility use fee of \$260 for the tournament and allow the softball field lights to stay on until 12 am with no game starting after 11pm. No alcohol allowed at the event.**

 Move: Collins 2nd Silver Vote: 5-0-0-0

6. Roller Derby Discussion

Director Schooler reported on an information only item. A new activity has come to town, flat track roller derby, which is a sport that has gained increasing popularity in recent years.

There is no designated roller derby track available in the community but a group of roller derby enthusiasts have been practicing wherever possible including the Community Center outside basketball court and Jacobs Park. Staff invited the group to make the Commission aware of the sport and its popularity along with the challenges to growing the activity.

Several representatives spoke on behalf of the group. The Mojave Rollerskaters is open to all females ages 18 and up. Currently there are approximately 20 women between the ages of 20 and 40 in the group. A member of the group in the audience was in full practice / bout gear to show how much precaution is taken for safety. The group is aiming to become a non-profit and would also like to put on youth skate camps and one day have bouts here in Yucca Valley.

7. Commissioner Rules of Procedure

Director Schooler reported on the Commission Rules of Procedures. Periodically the members of the Parks, Recreation and Cultural Commission review the established Rules of Procedure that guide the commission activity. If any revision is sought those specific revisions will be incorporated into the document. The last revision was in June 2008.

Action Motion: **Move to accept the presented Rules of Procedure with a change to current meeting time of 4:00pm.**

Move: Harman

2nd Silver

Vote: 5-0-0-0

8. Park Naming Policy

Director Schooler opened discussion regarding a park naming policy. The Town has not developed a new park facility since incorporation, hence there has not been a need for a policy to guide the naming of parks. Two parks have been re-named over the years: Triangle Park was re-named Remembrance Park following the 9-11 tragedy and the renaming 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.

With the construction of the site known as South Side Park underway, Council has asked whether the park's name is appropriate or if alternatives should be considered. With that question on the table, staff has been asked to work with the PRC Commission in the development of guidelines and procedures to address the naming of Town parks.

Director Schooler provided the commissioners with a packet that included examples of park naming policies from several cities. He suggested that the commissioners review the packet and provide feedback, focusing attention on a few questions:

- What criteria should be applied when selecting a name for Yucca Valley's parks?
- Should amenities within parks be addressed in the proposed policy?
- What process should be used for selecting a park name?

Director Schooler encouraged the commissioners to contact him with comments and input over the next few weeks to assist him in developing a draft for review and approval at the September 11th Commission meeting.

STAFF INFORMATION ITEMS

PUBLIC COMMENT – none

COMMISSIONER REPORTS AND COMMENTS

- 1. Commissioner Silver:** none
- 2. Commissioner Jones:** none
- 3. Commissioner Harman:** Commissioner Harman thanked staff for their hard work.
- 4. Vice Chair Collins:** Vice Chair Collins stated she attended three Concerts in the Park. She mentioned that the commissioners should be proud to be a part of this community.
- 5. Chair Evans:** Chair Evans stated that the longer he is on the commission the more he appreciates the amount to work staff does within the budget limitations. Chair Evans mentioned that the roller derby is a great activity.

ANNOUNCEMENTS

The next regularly scheduled meeting of the Parks, Recreation and Cultural Commission will be on Tuesday, September 11, 2012 at 4:00pm in the Joshua Tree Room of the Yucca Valley Community Center.

FUTURE AGENDA ITEMS

Park naming policy
Facility use policy
Commission Appointment to General Plan Advisory Committee

ADJOURNMENT

Chair Evans adjourned the meeting at 5:20pm

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 28, 2012
For Commission Meeting: September 11, 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 August 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.

“Ride ‘em Cowboy! The West in Popular Culture” will be on display September 22, 2012 through January 19, 2013 in the Temporary Gallery.

Museum Attendance

The month of August brought 2,715 visitors to the museum, this is a decrease in visitation from August 2012.

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 \$273 donations in August, which was slightly higher than donations received in August 2011.

Gecko Gift Shop

Merchandise sold:	\$ 1165.59
<u>Sales Tax:</u>	<u>\$ 90.33</u>
August Total:	\$ 1255.92

Gift shop sales for August 2012 were comparable to sales in the corresponding month of 2011.

Fundraising Efforts:

Grants:

Staff met with exhibit designers to begin the development of a plan that will be the basis for grant applications to install interactive exhibitions at the Hi-Desert Nature Museum with the goal of educating children on scientific concepts such as the Earth, Matter, Energy, and the Living World.

Sponsorships:

The Andromeda Society contributed \$400 as a sponsor for the Starry Nights Festival

Upcoming Programs and Special Events

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

Reduce, Reuse, Recycle

January 25 – April 27, 2013

Advertising and Promotion:

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

The electronic newsletter, "Tortoise Tales," was sent to 1253 recipients on August 7.

Museum Progress on Projects and Programs in August:

Project/Program	Status	Notes
Presented an Art & Culture Wednesday	Completed	August 8: Japan
Hosted two Brown Bag Lunch Lectures	Completed	August 9: Bats August 23: YV Animal Shelter
Presented a Science Saturday	Completed	August 11: Rocks & Minerals
Completed Graphic Design of the Town's Activity Guide	Completed	August 17
Taped foreign language voice overs for HDNM You Tube video	Ongoing	French, German & Spanish to be completed Sept. 2012
Curating an in-house exhibit; "Ride 'em Cowboy! The West in Popular Culture"	Ongoing	Opening September 22
Logistical planning for the Starry Nights Festival	Ongoing	Scheduled for September 15
Logistical planning for the Wild West Family Fun Day	Ongoing	Scheduled for September 29
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: September 5, 2012
For Commission Meeting: September 11, 2012

Subject: Monthly Recreation Division reports –August 2012

Recommendation: Receive and file the August 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: August Youth Programs report
August Sports Activities report
August Enrichment Activities report
August Special Events

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 checked="" 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 - August 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.	18 days 139	Hrs. change back to 3:00 - 5:00 p.m. on Sept. 4
H-2-OH	10 yrs. And younger	no charge	Fri, Aug 3 & 17 10:00 a.m. - noon	Aug 3 - 47 Aug 17 - 49	Rec. staff set up Slip-n-Slides, fill wading pools and turn on a sprinkler for kids to play in.

Town of Yucca Valley
 Community Services Department - Recreation Division
 Monthly Report - Sports - August 2012

	Ages	Fee	Season	Participation	Status / Issues / Comments
Adult Softball Summer Leagues	Ages 18 & up	\$400 per team	6/25 - 9/12	368	Summer Softball is nearing completion. Playoffs and Championships are underway. The Ladies League is completed with Dirt n the Skirt taking first place. Four Leagues were offered: Men's, Traditional Coed, Casual Coed, and Ladies. Men's 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	Ages 18 & up	\$400 per team	9/10 - 11/28	TBD	Fall Softball Registration is nearing completion. Four Leagues were offered; totals are: Men's - 5 teams (this is expected to fill to 6). Traditional Coed - 6 teams (full). Casual Coed - 6 teams (full). Ladies - 6 teams (full). Total Registered teams: 23 Additional teams on waiting lists: 7 A Friday Coed League is being offered in an attempt to accommodate teams on the waiting list. Program takes place Monday through Friday nights at the Community Center.
Men's Softball Tournament	Ages 18 & up	\$140 per team	9/8/2012	TBD	Double elimination tournament scheduled for September 8th at the Community Center ball field. To date, 3 teams have registered. Registration deadline is September 5th.

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

Ages	Fee	Meeting Days	# of meetings	Participation last month	Participation this month	Change +/-	Status / Issues / Comments
18 & over	\$2/meeting	Thurs 9am-12pm	4	29	62	33	
Bellydance, Adv. Beginning	\$35/6 meetings	Wed.7-8 pm	2	5	10	5	
Bellydance, Beginning	\$35/6 meetings	Wed. 6-7 pm	2	12	24	12	
Bridge	\$2/meeting	Fri 12:30-4 pm	4	32	40	8	
Guitar	\$40/6meetings	Tues 7-8 pm	0	32	0	-32	Next session begins October 23
Gymnastics, Beginning	\$25/month	Mon 4-4:55 pm	4	18	40	22	
Gymnastics, Intermediate	\$25/month	Mon 5-5:55 pm	4	10	28	18	
Kinder Gym	\$25/month	Mon 3:30-4:00 pm	4	20	28	8	
Knit & Crochet	\$2/meeting	Thurs. 9:15 a.m. - 12:15 p.m.	4	17	22	5	
Mon, Dad & Me	\$2/meeting	Tues 10:30 - 11:30 am	2	30	9	-21	Instructor on vacation 2 weeks
Pinocle				23		-23	
Scrabble	\$2/meeting	Tues 1-4 pm					
Stretch N' Tone	Mon 3:30-4:00 pm	Mon-Fri 9:00 - 10:00 a.m.	17	172	215	43	
Table Tennis	Fri 5-8 pm	Wed 2-5 pm	4	29	29	0	Instructor has moved out of the area.
Tai Chi Chuan	\$30/month	Wed 6-7:30 pm	4	28	24	-4	
Woodcarving	\$2/meeting	Tues 6-9 pm	3	30	28	-2	
Walking Club	\$15.00 one time fee			25			4 have reached 100 miles, 2 have walked 200 miles
Beginning Harmonica	\$2/meeting	Fri 4:00 - 5:00 p.m.	4	14	11	-3	
Western Line Dancing Intermediate	\$2/meeting	Mon 6:00 - 8:00 pm	4	63	37	-26	
Western Line Dancing Instructional	\$3/meeting	Thurs 1:00 - 3:00 pm	2	59	17		Instructor was on vacation for 2 weeks
Dog Obedience	\$135/6 weeks	Fridays 5:30-7:00 p.m.	3		39		Next session begins September 28

Town of Yucca Valley

Community Services Department - Recreation Division

Monthly Report - Special Events - August 2012

	Ages	Fee	Day/Date	Participation this month	Status / Issues / Comments
Summer Music Festival (7)	All	no charge	Saturday, August 4	1000	SouthBount (Buddy Holly Tribute)
Summer Music Festival (8)	All	no charge	Saturday, July 14	800	Dublin Up (Irish, Shamrockabilly) Attendance was down due to the threat of rain.
Full Moon Run	All	\$25.00	Friday, August 3	104	9th annual 5K run beginning and ending at Machris Park

for a staff approval of the waiver of fees, staff prefers to make the Commission aware of such a large scale event.

The annual Christmas event is free of charge to all Morongo Basin residents who may not have a better alternative for spending Christmas. Founder Mara Cantelo has stated that TLC provides several different services including a warm dinner, entertainment, clothes and gifts, all without charge for an expected attendance of 2000+ Morongo Basin residents.

The event organizers have applied for use of the Senior Center kitchen and entire Community Center building starting on December 22nd through the 24th for decorating and cooking. They plan to use the building on December 25th for the event and on December 26th for clean up. They are also requesting the use of a small meeting room for 2-hour planning meetings on specified weeknights during the months of September, October, November and December. The use of Town cones and barricades has been made also.

Based on previous Town Council direction and Commission action, staff recommends approval of the rental fee waiver as long as other scheduled activities are not impacted and the customary requirements for facility use are met by the applicant.

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

Fiscal impact: Approval of the request would result in waiving approximately \$15,150. if all hourly fees were assessed according to the adopted fee schedule. It is unlikely that the event would take place at Town facilities if the fees were assessed.

Attachments: Tender Love ing Christmas application for facility use
Tender Love ing Christmas letter requesting waiver

Facility Rental Application

Organization Name: TENDER HOPE WING CAUSE

Contact Person: MARA CANTELO

Address: PO BOX 895

City YUCCA VALLEY State CA Zip 92286

Phone Number: 760-333 2413

E-mail: Address: _____

Type of Event: COMMUNITY CHRISTMAS

Date(s) Requested: _____

Times Requested: In: _____ Out: _____
(includes set-up/clean up)

Actual Event Times: In: _____ Out: _____
(time guests arrive/depart)

Facility Requested

- Yucca Room
- Mesquite Room
- Ocotillo Room
- Courtyard Area
- Senior Center
- Joshua Tree Room
- Cholla Room
- Other _____

Equipment Requested

- Tables, quantity ALL
- Chairs, quantity ALL
- Podium / Lectern
- PA System
- TV/DVD
- Other _____

SET UP DATES FOR MEETINGS IN SEPT

Is the applicant a:	Yes	No
Yucca Valley Resident?	<u>/</u>	<u>—</u>
Commercial Enterprise?	<u>—</u>	<u>/</u>
Will fees be charged?	<u>—</u>	<u>/</u>
Will donations be required?	<u>—</u>	<u>/</u>
Will kitchen use be required?	<u>/</u>	<u>—</u>
Will alcohol be sold, served or allowed?	<u>—</u>	<u>/</u>

The undersigned agrees to the terms and conditions applicable to the use of the public facilities managed by the Town of Yucca Valley, accepts responsibility for damage occurring during such use, and releases the Town and its agents from responsibility for claims of damage, injury or loss of property resulting from this use of public facilities.

Mara E Cantelo Aug 9 2012
Applicant Signature Date

August 2012

Dear Parks, Recreation and Cultural Commission Members

This year marks the 29th year for the Tender Loving Christmas event. This event is free to any Morongo Basin resident who has nowhere to spend Christmas. I am requesting the use of the Town's facilities for this event. In the past years we have had approximately 2000 residents come through the doors for this event.

We would like to use the Senior Center kitchen starting on December 22nd to start cooking and December 23rd – 25th all day. We also need use of the entire Community Center (all rooms, kitchen and courtyard area) 22nd – 26th working around any scheduled events. The event held 25th and clean up start on the night of the 25th.

Final clean up continuing on the 26th and removal of all Tender Loving Christmas items on the 26th.

We would also like to request the use of a small meeting room for ten Tuesday for 2 hours each starting in September until December 2012.

In the past the Town has provided extra dumpsters, turned the water off on the courtyard area grass and had the heat on for the nights of the 23rd and 24th. I would also like to request the use of Town traffic cones and barricades, as many as possible.

I am also requesting a waiver of all fees, as everything for this event is 100% donated and 100% volunteer. I understand and will comply with all the Towns guidelines and insurance requirements.

Sincerely Yours,

Mara Cantelo

Mara Cantelo Co-Founder

PARKS, RECREATION AND CULTURAL COMMISSION STAFF REPORT

To: Members of the Parks, Recreation and Cultural Commission
From: Maureen Randall, Administrative Assistant
Date: September 5, 2012
For Commission Meeting: September 11, 2012

Subject: Facility Use – Yucca Valley Chamber of Commerce Gourd Art Festival

Prior Commission Review: May 2011 with an approval of the Sunday use.

Recommendation: Consider the issue and make a determination regarding the request for Sunday use of a Town facility.

Summary: The Yucca Valley Chamber of Commerce has requested use of Town facilities in conjunction with the Gourd Art Festival. The request is to hold a weekend event that would include Sunday. The Town's policy only permits Sunday use with special permission.

Order of procedure:

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

Discussion: Cheryl Nankervis, Executive Director of the Yucca Valley Chamber of Commerce has submitted a request to use the Community Center Complex on Saturday, November 3rd 7am to 5pm and Sunday, November 4th, 9:00am - 5:00pm for the 3rd Annual Gourd Festival. The event has been well-attended, and the organizers are expecting a larger turnout this year again.

This event is free to the public; however the vendors pay a small fee for table space in the event. In accordance with policy, events are not typically scheduled in Town facilities on Sundays.

With regard to days and hours of building use, the Town's policy states: "Except for public meetings and special events conducted by the Town of Yucca Valley, Town buildings are open from 7:00 am until 9:00 pm Monday through Thursday, and from 7:00 am until 10:00 pm Friday and Saturday. Town buildings are not available for rented or reserved use on Sundays or Holidays unless specifically authorized by the

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

Director and/or Commission acting on behalf of the Council.”

The Chamber is requesting special authorization for the Sunday, November 4 use of the Yucca Room and other rooms in the complex for their Gourd Festival 9am – 5pm with an expected attendance of a several hundred people.

Alternatives: Approval of the facility Sunday use request; denial of the request.

Fiscal impact: Approval would require the assignment of staff on Sunday. If fees were charged for the hours of use according to the approved rental fee schedule, the group would have to pay approximately \$1,160.00 for the Sunday use. However the Yucca Valley Chamber of Commerce is listed on the “Appendix C” of the Town Facility Policy which exempts certain organizations from paying facility use fees.

Attachments: Yucca Valley Chamber application for facility use
Yucca Valley Chamber letter requesting waiver and permission to use the facility on Sunday.

Facility Rental Application

Organization Name: Yucca Valley Chamber

Contact Person: Cheryl Nankervis

Address: 56711 29 Palms Hwy,

City Yucca Valley State CA Zip 92284

Phone Number: 760 365-6323

E-mail Address: director@yuccavalley.org

Type of Event: Ground Festival

Date(s) Requested: Nov. 3 + 4, 2012

Times Requested: In: 7:00 AM 3rd Out: 5:00 PM

(includes client set-up/clean up)
Nov 3 9:00 AM 4:00 PM

Actual Event Times: In: 10:00 AM Out: 3:00 PM

(time guests arrive/depart)

Facility Requested

- | | |
|--|--|
| <input checked="" type="checkbox"/> Yucca Room | <input type="checkbox"/> Senior Center |
| <input checked="" type="checkbox"/> Mesquite Room | <input checked="" type="checkbox"/> Joshua Tree Room |
| <input checked="" type="checkbox"/> Ocotillo Room | <input checked="" type="checkbox"/> Cholla Room |
| <input checked="" type="checkbox"/> Courtyard Area | <input checked="" type="checkbox"/> Other <u>Lobby</u> |

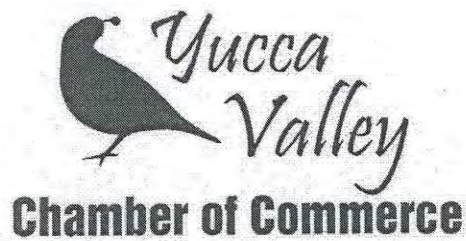
Equipment Requested

- | | |
|--|---|
| <input checked="" type="checkbox"/> Tables, quantity <u>40</u> | <input type="checkbox"/> Chairs, quantity <u>76</u> |
| <input type="checkbox"/> Podium / Lectern | <input checked="" type="checkbox"/> PA System |
| <input type="checkbox"/> TV/DVD | <input type="checkbox"/> Other _____ |

	Yes	No
Local Resident?	<u>X</u>	—
Commercial Enterprise?	—	<u>X</u>
Charging Fees or		
Donations To Attend?	—	<u>X</u>
Kitchen Required?	<u>X</u>	—
Alcohol Served, Sold or Permitted?	—	<u>X</u>

The undersigned agrees to the terms and conditions applicable to the use of public facilities managed by the Town of Yucca Valley, accepts responsibility for damage occurring during such use, and releases the Town and its agents from responsibility for claims of damage, injury or loss of property resulting from this use of public facilities.

Cheryl Nankervis 8/21/12
Applicant Signature Date



August 13,2012

Town of Yucca Valley
Parks & Recreation Commission
57090 29 Palms Hwy.
Yucca Valley, CA 92284


Re: Yucca Valley Gourd Art Festival

The Yucca Valley Chamber of Commerce is requesting the use of the entire community center complex to hold a Gourd Art Festival on November 3 & 4, 2012. Our event last year brought in gourd artists from all over the South Western United States and shoppers from all around Southern California.

We request that the fees be waved and have permission to use the facility on Saturday and Sunday. If further information is required, please contact me.

Thanks for your consideration.

Sincerely,


Cheryl Nankervis
Executive Director

The Commission is requested to review the following applications and to forward a recommendation for appointment to the Town Council:

<u>Name</u>	<u>Grade</u>	<u>School</u>
Hanna Bogue	11	Joshua Springs High School
London Caldwell	11	Yucca Valley High School
Tyler Geeson	8	La Contenta Middle School
Francisco Gonzalez	9	Yucca Valley High School
Rachel Green	10	Yucca Valley High School
Nathan Lafferty	9	Yucca Valley High School
Nicholas Lombardo	12	Joshua Springs High School
Blake Rowe	8	Joshua Springs Christian School
Wade Shaver	10	Joshua Springs High School

Attachments: Youth Commission applications

PARKS, RECREATION AND CULTURAL COMMISSION STAFF REPORT

To: Members of the Parks, Recreation and Cultural Commission
From: Jim Schooler, Director of Community Services
Date: September 6, 2012
For Commission Meeting: September 11, 2012

Subject: Parks Naming Policy

Prior Commission Review: The commissioners participated in preliminary discussion about the development of a park naming policy at their August 14th meeting.

Recommendation: Review the draft and move to forward a commission recommendation to the Town Council to approve and adopt the Park and Facility Naming Policy as submitted.

Summary: With no new parks developed in Yucca Valley since incorporation, the Town has not had a policy in place for assigning names to parks or other public facilities. As new parks and amenities are being developed, the Council has requested that the commissioners participate in developing a policy to guide such decisions.

Order of Procedure:

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

Discussion: At the August 14th PRC Commission meeting, staff provided copies of park naming policies from several other cities. Discussion ensued and the commissioners agreed to review the policies further and provide feedback to staff regarding the criteria and process that would serve Yucca Valley's purposes.

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 previously had a need for a policy to guide the naming of Town parks.

The current construction of Phase 1-A of what is commonly referred to as South Side Park has raised questions whether the park name is satisfactory or whether alternatives should be considered. Because no policy is in place for naming or re-naming Town parks, the Town Council has asked that staff work with the PRC Commission in the development of guidelines and procedures to assign park names.

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

Based on a review of sample policies and input from the commissioners and others, staff has drafted a policy for Commission consideration. The recommended action is that the commissioners review the draft, agree on any changes, and forward a recommendation to the Town Council for approval and adoption.

Alternatives: None recommended at this time

Fiscal impact: None at this time

Attachments: Draft Park and Facility Naming Policy

Parks, Recreation and Cultural Commission
Town of Yucca Valley, California

PARK AND FACILITY NAMING POLICY

Purpose

The Yucca Valley Town Council has determined that it is in the best interest of the community to employ a formal process for the naming of public parks and facilities. Therefore, the Town has established criteria and procedures to guide the selection of park names.

Policy

The naming or re-naming of parks, public buildings, and park amenities shall be in accordance with the criteria stated herein:

1. Public buildings shall be named by their function (i.e., Town Hall, Community Center).
2. Park amenities shall not be named; however, donors of amenities may be recognized as the Town Council sees fit.
3. Parks and recreation facilities shall be named by
 - a. the location in the town (i.e., North Park, South Park, Central Park); or
 - b. the location within a subdivision tract (i.e., Paradise Valley Park); or
 - c. the fronting on a street (i.e., Sunnyslope Park); or
 - d. the presence of, or proximity to, a natural or geological feature; or
 - e. the cultural or historical significance to the community (i.e., Remembrance Park).
4. Parks and recreation facilities may be named after a person, family or organization when:
 - a. The person, family or organization has been primarily instrumental in obtaining or donating funds or land for the facility; or
 - b. The person, family or organization has donated the land or funds to purchase the land, and desires to have the facility named in his/her honor (i.e., Machris Park); or
 - c. A person has been deceased for more than two years and the Town Council believes the person's contributions to the Town's parks and recreation program were of such a value that the person's memory should be honored by the naming of the facility (i.e., Jacobs Park).
5. Parks and public facilities may be named after a governmental fund or grant, if the circumstances are deemed appropriate by Town Council.

Procedure

With the development of a new park or at other times that the Town Council determines that the naming or re-naming of a park or public facility is a priority, the Parks, Recreation and Cultural Commission shall be responsible to implement the following process:

1. Town staff shall provide notification by mail, e-mail, press release, and/or personal contact to the community and others who have participated in the development of the park. The notification will set a minimum of 30 days to submit proposals for the naming or re-naming of the park.
2. The Parks, Recreation and Cultural Commission shall review the proposals and will make a recommendation to the Town Council, providing supportive information as appropriate to justify the recommendation including compliance with the naming criteria.
3. The Town Council has the final authority to designate names for parks and other public facilities.

DRAFT

PARKS, RECREATION AND CULTURAL COMMISSION STAFF REPORT

To: Members of the Parks, Recreation and Cultural Commission
From: Jim Schooler, Director of Community Services
Date: September 6, 2012
For Commission Meeting: September 11, 2012

Subject: Commission appointment to the General Plan Advisory Committee

Prior Commission Review: None

Recommendation: That the PRC Commission select one of its members as the representative to serve on the General Plan Advisory Committee

Summary: A General Plan Advisory Committee (GPAC) is an ad hoc Committee commonly established during a general plan update for the purposes of assisting staff and consultants in the preparation of a general plan. The PRC Commission has been requested to select one commissioner to serve on the GPAC. The Town Council has established the roles and responsibilities for the GPAC members.

Order of Procedure:

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

Discussion: The work program for the current General Plan Update calls for the formation of a GPAC following Council's approval of the preliminary land use plan.

The roles and responsibilities of the GPAC are included in Attachment "A". The General Plan Advisory Committee's primary function is defined as follows.

"The General Plan Advisory Committee is created for the purpose of assisting Town staff and the consultant team with the preparation of the draft General Plan Elements and to build community support for the updated plan that the community helps create. Members will play an important role in encouraging broader community participation throughout the General Plan update process. However, it is important to note that the residents of Yucca Valley will hold the primary role in developing the General Plan update through direction provided at

Reviewed By: _____ _____ _____ jas
 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

public workshops and other public outreach venues. The Committee is charged with providing input to the update process along with providing ongoing feedback to various community groups. Members must represent the perspectives of their constituents and carry out their responsibilities in the best interest of the public.”

The GPAC will consist of 10 community members and one representative from the Planning Commission, one from the Parks, Recreation and Cultural Commission, and one from the Youth Commission. The work of the GPAC is scheduled to begin in late September and to conclude within six months.

The GPAC is not a voting body and shall make recommendations based upon consensus of the Committee. No chair or vice-chair shall be appointed. The Planning Center staff will facilitate all GPAC meetings, and Town staff will provide liaison support to the GPAC. The GPAC will be dissolved at the completion of its role in the General Plan Update process.

The GPAC is not a replacement for either the Town Council or Planning Commission. It is not a decision-making body, except as it may offer advice and direction to Town staff and the consultant team regarding General Plan Elements. The GPAC is not a forum for taking political positions, nor is it a substitute for the public hearing process as required by law.

Alternatives: None recommended

Fiscal impact: None

Attachments: None