

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

October 4, 2012  
Date  
Maureen S. Randall  
Signature

MEETING AGENDA

# TOWN OF YUCCA VALLEY

## PARKS, RECREATION & CULTURAL COMMISSION

TUESDAY, OCTOBER 9, 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](http://www.yucca-valley.org)

**AGENDA**

**TOWN OF YUCCA VALLEY  
PARKS, RECREATION & CULTURAL COMMISSION  
TUESDAY, OCTOBER 9, 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 October 9, 2012  
Parks, Recreation & Cultural Commission meeting**

Motion \_\_\_\_\_

Move \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Vote \_\_\_\_\_

**CONSENT AGENDA**

**2. Minutes of the Parks, Recreation & Cultural Commission meeting  
September 11, 2012**

**Recommendation: Move to approve minutes as presented**

**AGENDA  
TOWN OF YUCCA VALLEY  
PARKS, RECREATION & CULTURAL COMMISSION  
TUESDAY, OCTOBER 9, 2012**

**3. Museum Report**

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

**4. Recreation Report**

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

**5. Youth Commission Report**

**Recommendation: Move to receive and file the Youth Commission report for September 2012**

**6. Youth Commission Appointment**

**Recommendation: Review the additional application and move to recommend the appointment of Aaron Ahmadi to the 2012-13 Youth Commission**

**7. Winter Program Plans – Community Services Department**

**Recommendation: Review the list of proposed schedule of winter programs and events and move to forward the summary to the Town Council with a recommendation to receive and file the report.**

*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 2-7**

Move \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Vote \_\_\_\_\_

**AGENDA  
TOWN OF YUCCA VALLEY  
PARKS, RECREATION & CULTURAL COMMISSION  
TUESDAY, OCTOBER 9, 2012**

**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?*

**STAFF REPORTS**

**8. Tri Valley Little League Facility Use Waiver Request**

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

Action            Motion \_\_\_\_\_

Move \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Vote \_\_\_\_\_

**9. Recommendation to Rescind Temporary Off Leash Approval**

Recommendation: **Move to make a recommendation to the Town Council to immediately rescind their approval that allows dogs off-leash at Machris Park during specified hours.**

Action            Motion \_\_\_\_\_

Move \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Vote \_\_\_\_\_

**AGENDA  
TOWN OF YUCCA VALLEY  
PARKS, RECREATION & CULTURAL COMMISSION  
TUESDAY, OCTOBER 9, 2012**

**10. Community Center Fields – Winter Lighting Schedule**

**Recommendation: Provide input and move to receive and file the staff determination regarding the appropriate schedule for athletic field lighting during the months of standard time.**

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

**11. Facility Use Policy Review**

Discussion only: No recommendation at this time.

**COMMISSIONER REPORTS AND COMMENTS**

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

**STAFF INFORMATION ITEMS**

**FUTURE AGENDA ITEM**

**ANNOUNCEMENTS**

The next meeting of the Parks, Recreation and Cultural Commission is November 13, 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 September 11 2012 Parks, Recreation and Cultural Commission meeting.**

Move: Silver    2<sup>nd</sup>: Collins      Vote: 5-0-0-0

**CONSENT AGENDA**

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

Recommendation: **Approve minutes as presented.**

3. **MUSEUM REPORT**

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

4. **RECREATION REPORT**

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

5. **TENDER LOVING CHRISTMAS**

Recommendation: **Move to waive the facilities use fees associated with Tender Loving Christmas 2012 event**

## 6. YUCCA VALLEY CHAMBER OF COMMERCE GOURD ART FEST

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 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 2-6. Note: Vice Chair Collins abstained from voting on item #6**

Move: Harmon            2<sup>nd</sup>: Jones            Vote: 5-0-0-0

## 7. YOUTH COMMISSION APPOINTMENT RECOMMENDATION

Director Schooler reported on the 2012-13 Youth Commission applicants. Staff has received eleven applications. Chair Evans stated he enjoys working with the Youth Commission. He asked the applicants that were in attendance to stand and state their name and why they applied to be a commissioner.  
Hanna Bogue, London Caldwell, Tyler Geeson, Francisco Gonzalez, Rachel Green, Nathan Lafferty, Nicholas Lombardo, Amanda Olsen, Blake Rowe, Wade Shaver, Sean Vincent

Action                      Motion: **Move to recommend to Town Council appointment of the above mentioned applicants to the 2012-13 Youth Commission.**

Move: Collins            2<sup>nd</sup> Silver            Vote: 5-0-0-0

## 8. PARKS NAMING POLICY

Director Schooler reported that at the August 14 meeting staff provided copies of park naming policies from several other cities and asked the Commissioners to review the policies and provide feedback regarding the criteria and process that would serve Yucca Valley's purposes. Director Schooler incorporated the input into a draft and reviewed the draft policy with the commission. Chair Evans suggested that a park name proposal form be included for the public to fill out when making suggestions for park names.

Action            Motion: **Move to forward a commission recommendation to the Town council to approve and adopt the Park and Facility Naming Policy as submitted with the additional item regarding the proposal form and process for submitting it.**

Move: Collins            2<sup>nd</sup> Jones            Vote: 5-0-0-0

## **9. COMMISSION APPOINTMENT TO THE GENERAL PLAN ADVISORY COMMITTEE**

Director Schooler reported on a request to have a Parks, Recreation and Cultural Commissioner appointed to the General Plan Advisory Committee. The General Plan Advisory Committee (GPAC) is an ad hoc committee of citizens and commission representatives commonly established during a general plan update for the purposes of assisting staff and consultants in the preparation of a general plan. The GPAC is scheduled to begin in late September and to conclude within six months.

With discussion, the commissioners agreed to select Chair Evans.

Action            Motion: **Move to select Chair Jeff Evans as the representative to serve on the General Plan Advisory Committee**

Move: Collins            2<sup>nd</sup> Silver            Vote: 5-0-0-0

## **STAFF INFORMATION ITEMS**

Director Schooler reported on the progress of South Side Community Park. The park is moving along, sod has been laid, playground equipment, shade shelter and dog park amenities are in. Grand opening and ribbon cutting will be Saturday, October 13. Construction at Brehm Park is continuing. Lights on the field are coming soon.

Summer actives are done. Swim lessons, day camps, Concerts in the Park all did well. Staff will be having a meeting with the sheriffs department to discuss the enforcement of park rules.

**PUBLIC COMMENT** – none

## **COMMISSIONER REPORTS AND COMMENTS**

**1. Commissioner Silver:** Commissioner Silver thanked staff for the signage around the building and park rules, but she doesn't see any "No skateboards on sidewalks". Director Schooler stated it is painted on some on the walkways. Commissioner Silver thanked staff getting through the summer it's amazing what the Town has to offer for people to do.



**2. Commissioner Jones:** Commissioner Jones agreed with Commissioner Silver's comment regarding that there is a lot to do in the Town.

**3. Commissioner Harman:** Commissioner Harman thanked the town staff for all they do. He is impressed with the Youth Commission. Commissioner Harman stated he likes the new look of the sculptures, the Goddess of Flight and the Saber Tooth Tiger look amazing.

**4. Chair Collins:** Vice Chair Collins invited all to attend the fundraiser for Brehm Youth Sports Park, September 18.

**5. Chair Evans:** Chair Evans attended the Sports Council meeting, where Sue Earnest talked about the Punt, Pass and Kick event and the opening of Basketball season.

## **ANNOUNCEMENTS**

The next regularly scheduled meeting of the Parks, Recreation and Cultural Commission will be on Tuesday, October 9, 2012 at 4:00pm in the Joshua Tree Room of the Yucca Valley Community Center.

## **FUTURE AGENDA ITEMS**

## **ADJOURNMENT**

Chair Evans adjourned the meeting at 4:39pm

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:** October 1, 2012  
**For Commission Meeting:** October 9, 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 September 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:**

Awards:


The Hi-Desert Nature Museum won first place in the Cultural Attraction category in the *Hi-Desert Star's* Morongo Basin Best of the Best Readers Choice Awards.

Current Temporary Exhibits:

"Ride 'em Cowboy! The West in Popular Culture" will be on display through January 19, 2013 in the Temporary Gallery.

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



### Museum Attendance

The month of September brought 2,655 visitors to the museum, this is an increase in visitation from September 2011.

### Museum Donations

The museum received \$175 donations in September, which was lower than donations received in September 2011.

### Gecko Gift Shop

Merchandise sold:	\$ 1001.29
Sales Tax:	\$ 77.60
September Total:	\$ 1078.89

Gift shop sales for September 2012 were lower than sales in the corresponding month of 2011.

### Fundraising Efforts:

Buy-a-Brick Program, sold 1 brick = \$200 (Total to date: 17 bricks sold for \$3,400)  
Membership, 3 sold = \$65 (Total to date: 33 memberships for \$1,215)

### Upcoming Programs and Special Events

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  
Sat., November 3, Master Composter Training  
Thu., November 8, Winter Lecture Series, "Cowgirls: Women of the Wild West"  
Sat., November 10, Science Saturday, Physics  
Wed., November 14, MBHS Presents

### Upcoming Temporary Exhibitions

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

### Advertising and Promotion:

During the month of September 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](http://www.hidesertrnaturemuseum.org), Facebook page and Twitter account are continually updated with current exhibits, events, and programs.

*The Hi-Desert Star* published an article on the Starry Nights Festival in the September 19 edition and a front page article on Science Saturdays in the September 5 issue.

The electronic newsletter, "Tortoise Tales," was sent to 1268 recipients on September 12.

Museum Progress on Projects and Programs in September:

Project/Program	Status	Notes
Hosted the Starry Nights Festival	Completed	September 15
Presented two Science Saturdays	Completed	September 1: Genetics September 15: Astronomy
Hosted a Wild West Family Fun Day	Completed	September 29 Attendance approx. 800
Co-hosted MBHS Presents program	Completed	September 12: Early Schools of the Morongo Basin
Deinstalled the "Reptiles" exhibit	Completed	September 17
Installed in-house exhibit, "Ride 'em Cowboy! The West in Popular Culture"	Completed	Opened September 22
Foreign language voice overs for HDNM You Tube video	Ongoing	French & German completed, Spanish in editing
Logistical planning for the WMA pre-conference tour	Ongoing	Scheduled for October 20
Grant project for "Eureka! Labs" development & installation	Ongoing	
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:** October 4, 2012  
**For Commission Meeting:** October 9, 2012

**Subject:** Monthly Recreation Division reports –September 2012

**Recommendation:** Receive and file the September 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 September 2012.

**Attachments:** August Youth Programs report  
August Sports Activities report  
August Enrichment Activities report  
August Special Events

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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

**Town of Yucca Valley**

**Community Services Department - Recreation Division**

**Monthly Report - Youth Programs - September 2012**

	<b>Ages</b>	<b>Fee</b>	<b>Session</b>	<b>Participation</b>	<b>Status / Issues / Comments</b>
Paradise Park Summer Program	Ages 5-16	no charge	Mon thru Thurs 3:00 - 5:00 p.m.	15 days 152	Rec. Leader A. Richardson is doing a great job. She has started new recreation programs, including homework help and discipline.

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

	Ages	Fee	Season	Participation	Status / Issues / Comments
Adult Softball Summer Leagues	Ages 18 & up	\$400 per team	6/25 - 9/12	23 teams (est 295)	Summer Softball is completed. Winning teams were: Ladies League; Dirt n the Skirt, Men's League; Team Special, Casual Coed; Lazy Boyz, Traditional Coed; Whatever U Want. Total registration for Adult Summer Softball was 23 teams. There was an additional 5 coed teams on the waiting list who were offered a Friday night league but not enough of those teams accepted and the offering was canceled.
Adult Softball Fall Leagues	Ages 18 & up	\$400 per team	9/10 - 11/28	24 teams (est 307)	Fall Softball is underway. Four Leagues were offered; totals are: Men's - 6 teams (full). Traditional Coed - 6 teams (full). Casual Coed - 6 teams (full). Ladies - 6 teams (full). Total Registered teams: 24 Additional teams on waiting lists: 5 Coed, 1 Ladies A Friday Coed League was offered in an attempt to accommodate teams on the waiting list but again, not enough teams could play on Friday so the offering was canceled. Program takes place Monday through Friday nights at the Community Center.
Men's Softball Tournament	Ages 18 & up	\$140 per team	9/8/2012	4 teams (48)	Double elimination tournament took place on September 8th at the Community Center ball field. Four teams participated, 2 local teams and 2 from 29 Palms. Team Special of Yucca Valley took 1st place.
NFL Punt, Pass & Kick	Ages 6-15	No charge	9/22/2012	21	The NFL Punt, Pass & Kick took place on Saturday, September 22nd at the Community Center. Attendance was low despite good media coverage. Seven winning athletes will advance to the Sectional Competition in Banning on November 4th.
Youth Basketball League	Ages 6-14	\$58 R/\$63 NR	Dec-Mar	TBD	Registration is underway and will continue until November 29th. Practices begin in December with games starting on January 5th. Seven divisions are being offered; 6-7 Coed, 8-9 Girls, 8-9 Boys, 10-11 Girl, 10-11 Boys, 12-14 Girls, 12-14 Boys.

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

	Ages	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	62	57	-5	
Bellydance, Adv. Beginning	10 & over	\$35/6 meetings	Wed.7-8 pm	3	10	22	12	
Bellydance, Beginning	10 & over	\$35/6 meetings	Wed. 6-7 pm	3	24	12	-12	
Bridge	18 & over	\$2/meeting	Fri 12:30-4 pm	4	40	44	4	
Guitar	14 & over	\$40/6meetings	Tues 7-8 pm	0	0	0	0	Next session begins October 23
Gymnastics, Beginning	6 & over	\$25/month	Mon 4-4:55 pm	2	40	24	-16	Next session October 1 - October 22
Gymnastics, Intermediate	10 & over	\$25/month	Mon 5-5:55 pm	2	28	14	-14	Next session October 1 - October 22
Kinder Gym	3-5 yrs	\$25/month	Mon 3:30-4:00 pm	2	28	14	-14	Next session October 1 - October 22
Knit & Crochet	16 & over	\$2/meeting	Thurs. 9:15 a.m. - 12:15 p.m.	4	22	27	5	
Mon, Dad & Me	2-5 yrs	\$2/meeting	Tues 10:30 - 11:30 am	4	9	25	16	
Pinochle	18 yrs & over			4	23	36	13	
Scrabble	21 & over	\$2/meeting	Tues 1-4 pm	3	0	14		
Stretch N' Tone	All	Mon 3:30-4:00 pm	Mon-Fri 9:00 - 10:00 a.m.	19	215	235	20	
Table Tennis	18 & over	Fri 5-8 pm	Wed 2-5 pm	4	29	28	-1	Brad Foxworthy is the new instructor
Tai Chi Chuan	All	\$30/month	Wed 6-7:30 pm	4	24	25	1	
Woodcarving	16 & over	\$2/meeting	Tues 6-9 pm	4	28	31	3	
Walking Club	All	\$15.00 one time fee			25	26	1	
Beginning Harmonica	5 yrs 7 over	\$2/meeting	Fri 4:00 - 5:00 p.m.	4	11	17	6	
Western Line Dancing Social	18 yrs & over	\$2/meeting	Mon 6:00 - 8:00 pm	4	37	30	-7	
Western Line Dancing Instructional	18 yrs & over	\$3/meeting	Thurs 1:00 - 3:00 pm	4	17	54		
Dog Obedience		\$135/6 weeks	Fridays 5:30-7:00 p.m.	1	39	13		Session began September 28



Town of Yucca Valley

Community Services Department - Recreation Division

Monthly Report - Special Events - September 2012

	Ages	Fee	Day/Date	Participation this month	Status / Issues / Comments
Senior Dance	55 yrs & Over	Over 55 yrs \$3.00 Under 55 yrs \$5.00	Saturday, September 29	68	Seniors had a great time and spent most of their time on the dance floor.

## PARKS, RECREATION, CULTURAL COMMISSION STAFF REPORT

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

**From:** Jim Schooler, Community Services Director  
Lynne Richardson, Museum Supervisor  
Candy Drake, Recreation Coordinator

**Date:** October 2, 2012

**For Commission Meeting:** October 9, 2012

**Subject:** Youth Commission Report

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

**Recommendation:** Receive and file the monthly Youth Commission report for September 2012.

**Summary:** The Parks, Recreation & Cultural Commission is appointed by the Town Council to oversee the activities of the Youth Commission. The items presented in this report are to inform the commissioners of current activity with the Youth Commission, 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:**

During the September 11, 2012 meeting the PRCC recommended the appointment of 11 applicants to the 2012-2013 Youth Commission. Town Council appointed the commissioners on September 18, 2012.

The Youth Commission met on October 1, 2012 for their regularly scheduled first Monday monthly meeting. During the meeting Nicholas Lombardo was selected for the position of Youth Commission Chairperson and Hannah Bogue was selected as Vice-Chairperson. An overview of Youth Commission rules and meeting protocols was presented to commissioners, along with a calendar of Youth Commission meetings for the 2012-2013 term.

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Reviewed By:

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

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

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

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

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Department Report  
 Consent

Ordinance Action  
 Minute Action

Resolution Action  
 Receive and File

Public Hearing  
 Study Session

Commissioners discussed and voted on goals for the 2012-2013 Youth Commission which include the following:

- Produce eight You Tube videos on topics related to youth issues
- Review the Town's Parks Ordinance
- Organize a Community Forum
- Assist in promoting awareness of the Social Host Ordinance
- Prepare and conduct forums to be held at La Contenta Middle School and Joshua Springs Christian School
- Represent the Town of Yucca Valley by participating as a group in the Old Town Light Parade (December) and the Grubstake Days Parade (May).

In addition, all Youth Commissioners will be required to attend one meeting of either the PRCC, Yucca Valley Town Council, Hi-Desert Water District Board, or School Board and describe the proceedings, by written or verbal report.

Commissioners volunteered at the Wild West Family Fun Day on Saturday, September 29, 2012.

The next scheduled meetings of the Youth Commission will be a workshop on Monday, October 15, 2012 and a regular monthly meeting Monday, November 5, 2012.

**Previously Reviewed by:** Staff

**Attachments:** Youth Commission Meeting Calendar

## PARKS, RECREATION, CULTURAL COMMISSION STAFF REPORT

**To:** Members of the Parks, Recreation, Cultural Commission  
**From:** Jim Schooler, Community Services Director  
Lynne Richardson, Museum Supervisor  
Candy Drake, Recreation Coordinator  
**Date:** October 4, 2012  
**For Commission Meeting:** October 9, 2012

**Subject:** 2012-13 Youth Commission – Subsequent Appointment

**Prior Commission Review:** None

**Recommendation:** Review the application and appoint the selected applicant to the 2012-13 Youth Commission.

**Summary:** Based on the recommendation of the Parks, Recreation and Cultural Commission (PRCC), the Town Council appointed eleven individuals to serve as members of the 2012-13 Youth Commission. Staff has received an additional application following the PRCC review and recommendation. The Town Council has appointed the Parks, Recreation and Cultural Commission to review late applications and to make subsequent appointments on behalf of the Council as deemed appropriate.

**Order of Procedure:**

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

**Discussion:**

The Yucca Valley Youth Commission was established in 1995. The commission consists of young people in grades 7 through 12 who attend school in Yucca Valley. The Council established the Youth Commission to serve as an advisory group to provide recommendations on youth related issues. The PRCC is charged with reviewing applications and recommending appointments to the Youth Commission.

At their September 18th meeting, the Town Council concurred with the PRCC recommendation and appointed eleven applicants to the 2011-12 Youth Commission. One additional application was received by staff after the PRCC recommendation was forwarded for Council approval:

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

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<input 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

Aaron Ahmadi

8<sup>th</sup> Grade

La Contenta Middle School

Staff recommends that the Commission review this applicatio and if desired, appoint the applicant to the Youth Commission.

**Attachments:** Youth Commission application packet

## PARKS, RECREATION AND CULTURAL COMMISSION STAFF REPORT

**To:** Members of the Parks, Recreation and Cultural Commission  
**From:** Jim Schooler, Director of Community Services  
**Date:** October 4, 2012  
**For Commission Meeting:** October 9, 2012

**Subject:** Winter Program Plans – Community Services Department

**Prior Commission Review:** None

**Recommendation:** Review the list of proposed summer programs and events and move to forward the summary to the Town Council with a recommendation to receive and file the report.

**Order of Procedure:**

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

**Discussion:** The programming staff of the museum and recreation divisions of the Community Services Department has developed programs and events that will be offered in the winter of 2012-13. Descriptions are being prepared to be included in the printed Experience Yucca Valley winter activity guide that will be distributed throughout the community in mid-November.

The Commission is asked to review the program offerings, provide feedback to staff, and forward the report to the Town Council for their information.

**Alternatives:** None recommended

**Fiscal impact:** No fiscal impact outside of the adopted budget

**Attachments:** Hi Desert Nature Museum program summary  
Recreation Division program summary

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

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<input 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

## Community Services Department Planned Recreation Programs - Winter 2012

### Special Events

#### Holiday Events

Saturday, December 01, 2012	Holiday Craft Faire	vendors: \$25 per table
Saturday, December 01, 2012	Santa Visits	no charge
November 12 - December 17	Letters to Santa	no charge
Saturday, February 09, 2013	Kids' Valentines Dance	\$3.00 per person

#### Community Health Fair

TBD	Community Health Fair	no charge
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#### Fitness Fun Runs

Saturday, February 16, 2013	Healthy Hearts Run	\$20, \$18
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#### Senior Dances

Saturday, February 23, 2013	Dance for Seniors & Adults	\$3, \$5
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### Youth Programs

#### Classes

Beginning Guitar	14 & older, Tuesday evenings	\$40/6 weeks
Bellydance (Beginning & Advanced)	10 & older, Wednesday evenings	\$35/6 weeks
Gymnastics (Beginning)	6 & older, Monday afternoons	\$35/4 weeks
Gymnastics (Intermediate)	10 & older, Monday afternoons	\$35/4 weeks
Kinder Gym	3-5 year olds, Monday afternoons	\$25/4 weeks

#### Paradise Park After School Program

Ages 5 -16, Monday through Thursday beginning August 27th, 3-5 pm		no charge
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#### Youth Basketball League

Ages 6-14, Weeknight practices, Saturday Games; December through early March.		R \$58/NR \$63 per child
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### Adults & Seniors

#### Enrichment Classes

Beginning Guitar	14 & older, Tuesday evenings	\$40/6 weeks
Bellydance	10 & older, Wednesday evenings	\$35/6 weeks
Yucca Valley Bridge Club	18 & older, Friday afternoons	\$2 per session
Dog Obedience	18 & older, Friday evenings	\$135/6weeks
Harmonica	5 & older, Friday evenings	\$2 per session
Scrabble	18 & older, Tuesday afternoons	\$2 per session
Pinocle	18 & older, Friday afternoons	\$2 per session
Knit & Crochet	18 & older, Thursday mornings	\$2 per session
Stretch N Tone	18 & older, Monday thru Friday mornings	\$2 per session
Table Tennis	18 & older, Wednesday afternoons	\$2 per session
Tai Chi Chuan	All ages, Wednesday evenings	\$30 per month
Open Art Studio Workshop	18 & older, Thursday mornings	\$2 per session
Western Line Dancing (Instructional)	18 & older, Mon evenings & Thurs afternoons	\$2 per session
Western Line Dancing (Intermediate)	18 & older, Mon evenings & Thurs afternoons	\$2 per session
Woodcarving	16 & older, Tuesday evenings	\$2 per session
Wii for Seniors	Wednesday afternoons & Thursday mornings	no charge
Walking Club	18 & older, ongoing	\$15 one-time fee

#### Seniors & Adult Trips

December	Winter Trip - Destination TBD	TBD
January	Winter Trip - Destination TBD	TBD

# HI-DESERT NATURE MUSEUM PROGRAMS DECEMBER 2012, JANUARY & FEBRUARY 2013

## Temporary Exhibitions:

### **Ride 'em Cowboy! The West in Popular Culture**

September 22, 2012 – January 19, 2013

Today America's colorful Wild West history continues to resonate in our popular culture. From the dime novels of the 1800s to radio, movies and television, the ideal solitary and righteous hero was characterized in the stories of the American West, saving communities from the evils of an untamed wilderness. "Ride 'em Cowboy!" will present information on the romanticizing of the West since the Louisiana Purchase and its influence on American popular culture including movies and television shows, some filmed locally in Pioneertown.

### **Reduce, Reuse, Recycle**

January 25 – April 27, 2013

"Reduce, Reuse, Recycle" is a show of artwork contributed by local artists made from recycled or reused materials. This exhibition is designed to make people rethink our throw-away society by sharing the local community's innovative and often surprising use of discarded items.

## Special Events:

### **Holiday Crafts**

Adults – Monday, December 3, 1:00 – 4:00 p.m., Free

Kids – Saturday, December 8, 11:00 a.m. – 12:00 p.m., Free

### **Yucca Valley's Got Talent!**

Saturday, January 26, \$10 entrance fee per auditioning act

### **Zoo Family Fun Day,**

Saturday, February 9, 10:00 a.m. – 3:00 p.m., Free

Hands-on crafts, live animal demonstrations, face painting

## Educational Programs:

**Science Saturdays**, 11:00 – 11:30 a.m., Free

Each program presents information and performs experiments relating to biological and physical sciences suitable for school age children.

January 12: Desert Creatures

January 26: Insects

February 23: Magnetism

### **Winter Lecture Series,**

One Thursday a month, November through March, 12:00 – 1:00 p.m., Free

December 6: Holiday Traditions

January 17: Astronomy

February 21: Native American Rock Art





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 Tri Valley Little League (TVLL) has requested the use of the Community Center fields for a softball tournament fundraiser on October 27<sup>th</sup> and 28<sup>th</sup> from 7:00am to 9:00pm both days. The organizers have indicated that the proceeds from the fund raiser will be used to offset the field maintenance expenses at the Little League facility. There will be a \$250 per team charge to play in the tournament. The applicant has requested a waiver of fees for the use of the field.


Permitting reserved use of the Town's softball facilities is consistent with standard practice and the Town's Facility Use Policy, which sets the fees for such use. Although the Commission has granted a fee waiver under certain circumstances, a recent PRCC determination was to charge the specified use fees for a fundraising event. The current rate for reserved use of the softball field is \$10 /hour without lights and \$20 /hour with lights. A \$200 refundable deposit is required when fields are rented or reserved.

**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 \$320.00 of forfeited revenue.

**Attachments:** Tri Valley Little League facility use form  
Tri Valley Little League letter requesting fees to be waived

# Facility Information

	Hourly Rates			
	Non-Resident Commercial Enterprise when fees are charged for the activity		Town of Yucca Valley Residents (when no fees are charged for the activity)	
	Monday - Friday*	Saturday	Monday - Friday*	Saturday
Large Rooms Yucca, Senior Center	\$45	\$65	\$25	\$45
Small Rooms Mesquite, Joshua Tree, Ocotillo, Cholla	\$25	\$45	\$15	\$25

\*Sunday rates apply thru Friday

Minimum rental period is two hours.

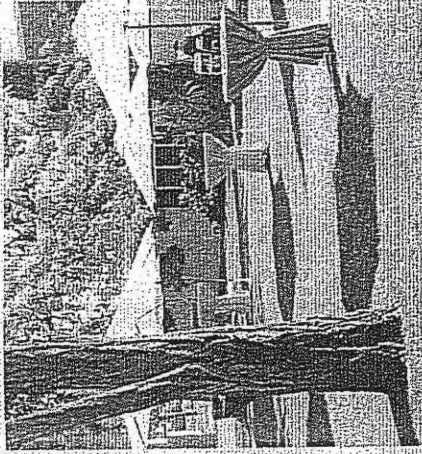
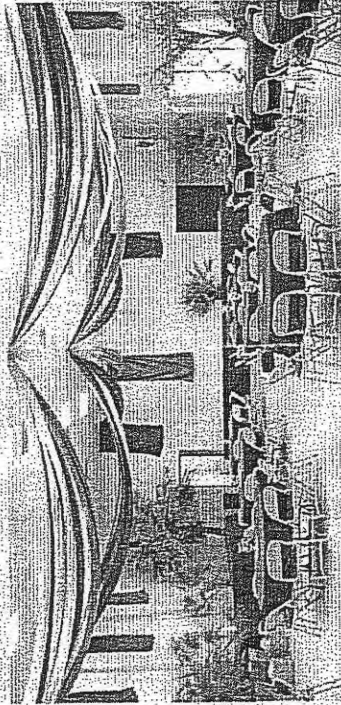
Security Deposit: \$500 for large rooms, \$200 for small rooms. Deposit is refundable if the area is left on time, clean and without damage. Personal checks are not accepted for facility use deposit.

If alcohol is served, the security deposit is \$1,000 and licensed security may be required.

Tables, chairs and set-up are included with the facility rental.

The Community Center Courtyard may be reserved at the small room rate if used in conjunction with another room reservation.

Tables and chairs are available for off-site rental with damage/loss deposit. Rental fee is \$8 each for tables, \$1 each for chairs.



**Fees for Use of Town Facilities**  
Fees for reserved use of Town facilities will be charged for the entire time the user group requires access to the facility. All fees and deposits must be paid in full at least seven days prior to the event. Please keep in mind that the full deposit will only be refunded after the building is left on time, clean and without damage.

**Hours of Use**  
The Community Center buildings are open from 7:00 a.m. until 8:00 p.m. Monday through Thursday, and from 7:00 a.m. until 10:00 p.m. on Friday and Saturday. Buildings are not available for rent or reserved use on Sundays or holidays unless special authorization is granted. Town of Yucca Valley parks are open daily from 6:00 a.m. until 11:00 p.m.

**Excess Time**  
In the event the activity exceeds the contracted time, the excess time will be charged at the appropriate hourly rate plus 50% calculated up to the next full hour.

# Facility Rental Application

Organization Name: TULL  
Contact Person: CHARLENE MOSEY

Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: 760 567-2716

E-mail: Address: tullsecretary@yvh  
Southall Tower C

Type of Event: Softball Tournament

Date(s) Requested: 10/27-4/10/28

Times Requested: In: 1:00 Out: 9:00  
(includes set-up/clean up)

Actual Event Times: In: 1:00 Out: 9:00  
(time guests arrive/depart)

- Facility Requested**
- Yucca Room
  - Mesquite Room
  - Ocotillo Room
  - Courtyard Area
  - Senior Center
  - Joshua Tree Room
  - Cholla Room
  - Other: Yards

- Equipment Requested**
- Tables, quantity: \_\_\_\_\_
  - Chairs, quantity: \_\_\_\_\_
  - Podium / Lectern
  - PA System
  - TV/DVD
  - Other: \_\_\_\_\_

- Is the applicant a:
- Yucca Valley Resident?  Yes  No
  - Commercial Enterprise? PROFE  Yes  No
  - Will fees be charged?  Yes  No
  - Will donations be required?  Yes  No
  - Will kitchen use be required?  Yes  No
  - Will alcohol be sold, served or allowed?  Yes  No

The undersigned agrees, in the terms and conditions applicable to this application, to accept 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.

Applicant Signature: Charlene Mosey Date: 9/12/11

Good Morning Maureen,

TVLL is asking that the fees be waived for the weekend use of the Softball fields on October 27 & 28, 2012. This fundraiser will benefit the 700+ youth in our program to help offset our field maintenance fees that we face on a daily basis. We are striving to maintain & improve our fields for these kids.

If you have any questions, please contact me.

Thank you,  
Charlene Mosley  
Office Manager  
Desert Images Office Equipment, Inc.  
Yucca Valley, CA 92284  
Tel: (760) 365-6069  
Fax: (760) 365-9619  
Email: [accounting.desertimages@verizon.net](mailto:accounting.desertimages@verizon.net)

## PARKS, RECREATION AND CULTURAL COMMISSION STAFF REPORT

**To:** Members of the Parks, Recreation and Cultural Commission  
**From:** Jim Schooler, Director of Community Services  
**Date:** October 4, 2012  
**For Commission Meeting:** October 9, 2012

**Subject:** Recommendation to Rescind Temporary Off-leash Approval

**Prior Commission Review:** None

**Recommendation:** Move to make a recommendation to the Town Council to immediately rescind their approval that allows dogs off-leash at Machris Park during specified hours.

**Summary:** The Town Council has granted permission for dog owners and handlers to run their dogs off-leash at the Machris Park softball field prior to 10:00 am. With the new dog park available, such use of the Town's limited athletic facilities is no longer recommended.

**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 9, 2011 PRCC meeting, the Commission voted to make a recommendation to the Town Council to permit dog owners and handlers to run their pets off-leash at the Machris Park softball field during specified morning hours. This action was in response to a substantial amount of such use already taking place and public requests and represented a compromise that would accommodate dog owners and lessen the impact to the field and other user groups. The Council agreed with the recommendation and granted the temporary off-leash approval while other alternatives were being investigated.

The Council approval was required because off-leash activities are prohibited by both the Town's Municipal Code. The Animal Ordinance states in part:

A. Duty To Restrain Dogs On Property: No person in the town of Yucca

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

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<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

Valley owning, having possession, charge, custody or control of any dog shall permit or allow such dog to stray or run at large upon any public street, sidewalk, school ground, public park, playground, place of public assembly or any other public place or without the consent of the owner or person in control upon any private place or property.

B. Leash Laws: No person owning, having charge, care, custody or control of any dog shall bring his dog out of his premises or property unless said dog is secured by a substantial leash or lead and under the control of a person competent and capable to restrain such dog provided that the provisions of this subsection shall not apply to any official police dog while such dog is on duty or any dog while engaged in herding and control of livestock, hunting sporting purposes or competitive trials or training when under the immediate command and control of the person in charge.

The Town's Parks Use Ordinance prescribes the following with regard to the presence of animals at public parks:

(1) No person shall bring, transport, hitch, ride or let loose any animal or fowl in any park unless such animal is securely leashed on a leash, not more than six feet in length and in the immediate control of a responsible person at all times. An animal is securely leashed within the meaning of this section when the animal is securely tied or otherwise fastened or attached to one end of a chain, cord, rope or other restraining device, the other end of which is either securely attached to a stationary object or in the possession of a responsible person so that the animal is prevented from running at large.

(2) Owners of animals are responsible for the conduct of any animal and for the disposal of all waste and fecal matter while within the park boundaries.

(3) No person shall leave a dog, cat or other animal unattended within the boundaries of any park.

(4) With the exception of seeing-eye dogs in use, no dog, cat or other animal is permitted in the area of a public pool, in any public restroom facility, or any other structure at a public park.

(5) No person shall permit a dog, cat or other pet to remain outside a tent, camper or vehicle during the night.

(6) After being requested by the Director to remove any animal from a park, no person shall remain in any park with a noisy, vicious or dangerous dog or other animal.

(7) Any person bringing a dog into a park must be prepared to present proof of a current valid dog license upon request of the Director.

(8) Pets or other animals are not permitted in the immediate area of any special events taking place within park boundaries unless specific provisions have been made by the Park Authority. Seeing-eye dogs and other designated assistance dogs are not subject to these restrictions.

(9) Exceptions to these requirements may be issued by the Director in conjunction with certain authorized activities and subject to reasonable conditions.

For the most part, the dog owners and handlers at Machris Park have regulated their activities among themselves and the limited off-leash time frame has been a satisfactory temporary solution.

In the meantime the Town has undertaken the development of Phase 1-a of what is referred to as the South Side Park. The park facilities include a dog park with separated areas for small dogs and large dogs. The park will open to the public with a ribbon-cutting ceremony on Saturday, October 13<sup>th</sup>.

With the new dog park, there will be facilities for running dogs off leash without impacting the Town's athletic fields and the activities that take place there. Therefore, staff is requesting Commission concurrence and a recommendation to rescind the temporary off-leash approval at Machris Park.

**Alternatives:** Make the recommendation or decline to do so

**Fiscal impact:** No direct fiscal impact

**Attachments:** None





determined that, on nights when no activities are scheduled, the Community Center softball field lights should be on until 9:00 pm in the months of October and November, until 8:00 pm in December and January, and until 9:00 pm in February and March. The lights on the upper fields used for soccer should be on only for scheduled activities during the months of standard time. Staff does not recommend providing lighting for drop in use of the Machris Park softball field. The Jacobs Park tennis court lights are equipped with a timer that does not provide for light until activated by players.

Reserved use by any party or organization will continue to trigger an invoice according to the approved rate schedule.

The Commission is requested to review and comment on this proposed schedule, and to receive and file the report.

**Alternatives:** Concur with the schedule or make adjustments to the recommended schedule.

**Fiscal impact:** No significant fiscal impact over previous practices.

**Attachments:** None

## PARKS, RECREATION AND CULTURAL COMMISSION STAFF REPORT

**To:** Members of the Parks, Recreation and Cultural Commission  
**From:** Jim Schooler, Director of Community Services  
**Date:** October 4, 2012  
**For Commission Meeting:** October 9, 2012

**Subject:** Facility Use Policy – Periodic Review

**Prior Commission Review:** The Commission periodically reviews the Town's Facility Use Policy. The most recent amendment recommendation was approved by the Town Council in March, 2011.

**Recommendation:** Discussion only; no recommendation at this time

**Summary:** Periodic review of the Town's Facility Use Policy is advisable to ensure that it is up to date and sufficient to guide decisions regarding the use of Town buildings and outdoor areas.

**Order of Procedure:**

- Request Staff Report
- Request Public Comment
- Commission Questions
- Commission and Staff Discussion

**Discussion:** Making recommendations regarding the rules and regulations governing the use of Town facilities is among the specified responsibilities of the Parks, Recreation and Cultural Commission. Accordingly, the Town's Facility Use Policy is subject to periodic review by the Commission in concert with staff. The current Facilities Use Policy was last amended by the Town Council in March, 2011.

During the course of conducting Town business, circumstances arise in the scheduling and use of the Town's public facilities that prompt discussion about the need for change and/or clarification. Some of the current issues revolve around the adequacy of rules and the proper handling of the following situations:

- Preserving adequate public opportunities for drop-in recreation;
- Adequacy of the facility use pricing structure;
- Recovering the costs of staff support for outside events;
- Parameters for granting permission for outside groups (organizations, churches, etc.) to hold events on park premises;
- Setting a cap (hours or dollars) for waived use of Town facilities;

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

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<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

- Charges for vendors to sell in conjunction with Town events;
- Support levels for groups and individuals that use Town facilities (turf areas, ballfields, tennis courts, etc.) for profit-making ventures or fundraising activities;
- Enforcement of restrictions regarding animals in Town buildings.

The Commission is asked to review the Facilities Use Policy and provide input with regard to the above listed items and the need for amending the policy. Following Commission discussion, staff will return for further discussion and possible action at the November 2012 PRCC meeting.

**Alternatives:** None recommended

**Fiscal impact:** None

**Attachments:** Current Facility Use Policy

Town of Yucca Valley  
Community Services Department

Facility Use Policy  
(Amended by the YV Town Council 3/15/11)

**1. Authority**

- a. In May, 2003, the Yucca Valley Town Council directed the Parks, Recreation and Cultural Commission to review the Town's facilities use policy.
- b. History: A Commission recommendation for policy revision was forwarded to the Council in November, 2003. The revised policy was adopted by the Town Council in December, 2003. Revisions were recommended by the Commission and adopted by the Council in April 2006, May 2007, October 2008, and March 2011.

**2. Policy Statement**

- a. The Town of Yucca Valley's public parks and buildings are used for Town-sponsored recreational, cultural, civic and social activities and programs. Additionally, the Town makes use of public facilities for conducting the business of the Town Council and its appointed commissions, committees and work groups. The Town also makes certain facilities available to the public for meetings, activities, events and services that meet similar needs and interests of the community. The Director of Community Services or his/her designee is authorized to interpret and implement the policies and regulations contained herein.

**3. Definitions**

- a. Applicant – in a transaction involving the reserved use of Town facilities, the individual or organization that will be responsible for all rental fees, deposits, and compliance with facility use requirements.
- b. Building – refers to public buildings owned, leased and/or managed by the Town of Yucca Valley
- c. Commission – the Parks, Recreation and Cultural Commission appointed by the Yucca Valley Town Council.

- d. Council – the elected Town Council of the Town of Yucca Valley.
- e. Department – unless otherwise specified, refers to the Town of Yucca Valley’s Community Services Department.
- f. Director – the Director of Community Services of the Town of Yucca Valley or his/her designee.
- g. Facility – Refers to parks, buildings and the rooms and other spaces within the buildings, common areas, and parking lots owned and/or operated by the Town of Yucca Valley.
- h. Non-resident – individuals whose primary residence is outside of Yucca Valley’s town limits; organizations or enterprises with a primary business address outside of Yucca Valley’s town limits.
- i. Park – any developed or undeveloped areas owned or leased by the Town of Yucca Valley and designated for recreational purposes or conserved for scenic or historical interest, to include the landscaping and recreational elements of such facilities.
- j. Town – the municipality known as the Town of Yucca Valley.
- k. User group – the applicant, whether an organization, agency or individual.

**4. Hours of Use**

- a. Parks – Town of Yucca Valley Parks are open daily from 6:00 am until 11:00 pm. Unless the hours are specifically extended by the Town to accommodate a special event, no person shall remain in any Park between the hours of 11:00 pm and 6:00 am without written permission from the Director. Town of Yucca Valley Municipal Code 11.60.040(c)
- b. Buildings – Except for public meetings and special events conducted by the Town of Yucca Valley, Town Buildings are available for use from 7:00 am until 9:00 pm Monday through Thursday, and from 7:00 am until 10:00 pm Friday and Saturday. For the purpose of determining facility use fees, weekend rates apply from Friday at 5:00 pm until Monday at 7:00 am. Town Buildings are not available for rented or reserved use on Sundays or Holidays unless specifically authorized by the Director and/or Commission acting on behalf of the Council.

## **5. General Rules and Regulations**

- a. With respect to the Town's public Parks and Facilities, the following activities are not permitted:
- b. Storage – to store personal property, including camping gear.
- c. Bulletin Boards – to affix flyers or posters of any kind to bulletin boards or display areas within or attached to Town facilities. Unless specifically designated otherwise, such areas are for Town use only to provide public information or to promote Town-sponsored events or activities.
- d. The throwing or other use of rice, birdseed, glitter, confetti in relation to the approved use of Town facilities.
- e. Fire – to make or kindle a fire with wood or any material other than charcoal (in designated areas only) without written approval from the Department.
- f. Alcohol – to possess any can, bottle or other receptacle containing any alcoholic beverage that has been opened, a seal broken, or the contents partially removed, without a permit issued by the Department.
- g. Bathing – to bathe in any Facility not designated for that purpose.
- h. Refuse – to leave garbage, cans, bottles, papers or other refuse at any Park or facility other than in the receptacles provided. If no receptacle is provided, patrons are responsible to remove all waste and dispose of it in an appropriate manner.
- i. Animals – to hitch, ride or let loose any animal or fowl without the written approval of the Department. This shall not apply to dogs at Town Parks when led by a leash or chain no more than six feet long. Owners of said dogs are responsible for the conduct of the animal and for the disposal of all waste and fecal matter. Pets are not permitted in the softball field area of the Town's Summer Music Festival or other similar events. Seeing eye dogs and other designated assistance dogs are not subject to these restrictions.
- j. Camping – to camp in or upon any Town Park without written permission from the Director.
- k. Smoking – to smoke in, or within 20 feet of the entrance to, any Town building or area designated for children's play, or to discard any lighted or unlighted cigar, cigarette or tobacco-related litter in said areas.

1. Reckless Operation – to ride or use any roller skates, scooters, skateboards, or bicycles at any Town Park or Facility in a reckless manner or with disregard for the safety of persons or property, or to cause such items to be ridden in such a manner.

**6. Reserved Use of Town Facilities**

- a. The following Town of Yucca Valley Facilities are available for rental or reserved use, in accordance with established procedures and rental rates:

	<b>Location</b>	<b>Capacity Dining/Conference</b>
Yucca Room	Community Center	250/350
Joshua Tree Room	Community Center	32/45
Cholla Room	Community Center	65/80
Ocotillo Room	Community Center	44/50
Mesquite Room	Community Center	18/30
Senior Center	Community Center	180/250
Soccer Fields	Community Center	-
Softball Field	Community Center	-
Snack Bar	Community Center	-
Community Room	Machris Park	54/75
Softball Field	Machris Park	-
Snack Bar	Machris Park	-
Community Room	Jacobs Park	54/75
Tennis Courts	Jacobs Park	-
Swimming Pool	Yucca Valley High School	-
Parking Lots	Various	-

- b. Arrangements may be made with the Department for reserved use of other areas of Town parks or facilities. In such cases, the Director and/or Commission will determine appropriate parameters for use.

**7. Priority use of Town Facilities**

- a. Reasonable attempts will always be made to avoid scheduling conflicts, however, if clarification is needed, the following prioritization will apply to the use of Town Facilities:

- i. Town-sponsored meetings, activities and events
- ii. Meetings, events and activities sponsored by governmental or other agencies working jointly with the Town
- iii. Local non-commercial user groups
- iv. Local commercial enterprises and concerns
- v. Out of town user groups
- vi. User groups whose rental fees have been waived

## **8. Reserved Use of Town Facilities**

- a. Individuals 18 years of age or older, may apply for reserved use of Town Facilities at least fourteen days and no more than thirteen months prior to the proposed event.
- b. To obtain reserved use of available Town facilities, individuals or organizational representatives must complete and return a Facility Use Application and submit all required diagrams, deposits, permits, contracts and appropriate insurance documents to the Community Services Office at least seven days prior to the intended use.
- c. Town staff will make a reasonable effort to accommodate each application, and will provide written confirmation of approval or denial within three working days of receipt of all required materials.
- d. User groups are not entitled to place signs, banners or other such materials on Town Facilities without written permission from the Director.
- e. The Town reserves the right to deny the application of individuals, groups or organizations that have previously not complied with Town requirements or regulations.
- f. The applicant must notify the Department of any cancellations at least 48 hours prior to the scheduled event or activity. Failure to give the required notice of a cancellation may result in forfeiture of the applicant's deposit.

## **9. Fees for use of Town Facilities**

- a. Fee Schedule. Fees for reserved use of Town Facilities will be charged for the entire time the user group requires access to the facility, including time for setting up the event, decorating, cleaning up, etc. Fees are charged in accordance with the Town's most recent adopted fee schedule (Appendix A).



- b. Deposits. When public Facilities are rented or reserved, a refundable deposit is required. Personal checks are not accepted for facility use deposits.

Small Rooms	\$200
Large Rooms	\$500
CC Courtyard	\$200
Kitchens	\$200
Community Rooms	\$200
Athletic Fields	\$200
Snack Bars	\$200
Swimming Pool	\$500
Parking Lot	\$200

1. If damage to Town property occurs during use or if excessive clean-up is necessary after the use, the actual cost of repairs or clean-up will be deducted from the deposit.
  2. If the cost of repairs and/or clean-up exceeds the deposit amount, the user will be billed for the difference.
  3. If the user group remains in the facility beyond the scheduled time, the deposit will be forfeited and additional fees may be charged for the additional time in the facility.
  4. If the user group misrepresents any material facts about the event (i.e., the serving of alcohol, etc.) the entire deposit will be forfeited.
- c. Setup and Breakdown. When available, the use of tables and chairs is included in the Facility rental fee. Town staff will arrange chairs and tables for indoor and outdoor assemblies as close to diagrams submitted by the applicant as possible.
- d. User groups shall not obstruct any pathways or access routes inside or outside Town buildings, or otherwise interfere with the safety or convenience of the public or other facility users.
- e. Electrical Service. If electrical service is requested and approved for any activity or event on Town Park areas, a fee of \$25 will be charged for up to four hours of use.
- f. Fee Waivers or Fee Reductions. The Town Council has authorized the Director and the Commission to make a determination on requests for fee waivers or fee reductions. If a waiver or reduction is granted, the group will be accommodated on a space-available basis. Waivers will only be considered if the applicant complies with all Town Facility use requirements and the proposed use meets one of the following conditions:

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.
  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.
- g. If the recipient of a waiver or fee reduction does not strictly comply with all conditions regulating the use of Town facilities, including adherence to approved entry and exit times, the user group will be responsible to pay all fees normally associated with such use.
- h. Recipients of waivers or fee reductions may be relocated or canceled without notice if the facilities are required by the Town for other purposes.

#### **10. Use of Town Equipment Off-Site**

- a. The Town makes certain equipment available for rental and use off site. Deposits will only be refunded if the equipment is returned clean, on-time and undamaged. If the cost of repairs, replacement and/or clean-up exceeds the deposit amount, the user will be billed for the difference. Fees and deposits for equipment are listed in Appendix B, subject to availability.

#### **11. Alcohol Use in Public Facilities**

- a. The sale or use of alcoholic beverages at Town Parks and Facilities is not allowed without a permit issued by the Department. Permit information is available at the Department office. Permits will only be approved when the following conditions are met:
- b. The applicant shall ensure the full compliance with state and local laws regarding the consumption of alcohol during their facility use. The applicant will be held responsible for the behavior of all attendees.

- c. The applicant shall provide the Town with a liquor liability insurance policy endorsement in the amount of \$1,000,000 naming the Town, its officers, employees, agents and volunteers as additional insured for the date(s) of facility use. Proof of such insurance shall be on file in the Community Services Office at least seven days prior to the event.
- d. Any caterers or other concerns engaged in the sale of alcoholic beverages in or on Town Facilities shall provide the Town with a liquor liability insurance policy endorsement in the amount of \$1,000,000 naming the Town, its officers, employees agents and volunteers as additional insured for the date(s) of facility use. Proof of such insurance shall be on file in the Community Services Office at least seven days prior to the event.
- e. The applicant is required to provide a \$1,000 security deposit, refundable if the facility is left on time, clean and without damage. Actual costs for additional time, additional maintenance requirement, or damage will be deducted from the deposit. If the cost of repairs and/or clean-up exceeds the deposit amount, the user will be billed for the difference. Personal checks are not accepted for deposits.
- f. The applicant shall provide proof of compliance with insurance and security requirements at least seven days prior to the event.

**12. Security Requirement**

- a. Whenever alcohol will be served or sold at the event, or at other times the Director or Commission deem appropriate, the applicant will be required to contract with the San Bernardino County Sheriff' s Department or other approved security company for event security. The Director will confer with the Sheriff' s Office to determine the specific security requirement for each event, but generally two officers will be required. Proof of the contract for security must be on file in the Community Services Department Office at least seven days prior to the event.

**13. Insurance requirements**

- a. For one-time events (weddings, parties, large meetings, concerts, etc.), the Town requires that the applicant provide a certificate of insurance (from an insurance company admitted in California and rated "BBB" or better) in the amount of \$1,000,000 with an endorsement naming the Town, its officers, employees, agents and volunteers as additional insured.

- b. Organizations and agencies requesting reserved use of Town Facilities may be required to provide a certificate of insurance (from an insurance company admitted in California and rated “BBB” or better) in the amount of \$1,000,000 with an endorsement naming the Town, its officers, employees agents and volunteers as additional insured.
- c. All required insurance policies and endorsements are to be primary and non-contributory with any insurance or self insurance programs carried or administered by the Town.
- d. To assist user groups in compliance with the insurance requirements, the Town of Yucca Valley makes coverage available through Alliant Insurance Services for a typical charge of \$115 to \$180 per event.

## APPENDIX A

### Facility Use Fee Schedule (fee revision effective March 15, 2011)

<b>Small Rooms (Mesquite, Cholla, Joshua Tree, Ocotillo) 2 hr min</b>			
	Weekdays	Weekends	Holidays
Local resident or activities where no fees are charged	\$15 / hr	\$25 / hr	\$35 / hr
Non-resident, commercial group, or activity where fees are charged	\$25 / hr	\$45 / hr	\$65 / hr
<b>Large Rooms (Senior Center, Yucca Room) 2 hr min</b>			
	Weekdays	Weekends	Holidays
Local resident or activities where no fees are charged	\$25 / hr	\$45 / hr	\$65 / hr
Non-resident, commercial group, or activity where fees are charged	\$45 / hr	\$65 / hr	\$95 / hr
<b>Community Rooms (Jacobs Park, Machris Park) 2 hr min</b>			
	Weekdays	Weekends	Holidays
Local resident or activities where no fees are charged	\$15 / hr	\$25 / hr	\$35 / hr
Non-resident, commercial group, or activity where fees are charged	\$25 / hr	\$45 / hr	\$65 / hr
<b>Soccer Fields, Softball Fields</b>			
Reserved use without lights	\$10 / hr (\$20/hr non-resident)		
Reserved use with lights	\$20 / hr (\$30/hr non-resident)		
<b>Concession Facilities</b>			
Machris Park Snack Bar	\$10 / hr (\$20/hr non-resident)		
Community Center Snack Bar	\$10 / hr (\$20/hr non-resident)		
<b>Other Facilities</b>			
Community Center Courtyard	\$45 (\$55 nr) per hour		
YVHS Swimming Pool (2 hr min)	\$40 (\$50 nr) per hour		
Parking Lots	\$1 per space per day (20 space min.)		
<b>Miscellaneous facility charges</b>			
Kitchen Charge	\$30 (\$40 nr) + \$100 deposit		
Kitchen Only	\$30 (\$40 nr) per hour + \$100 deposit		
Electricity	\$25 (\$35 nr) flat fee (up to 4 hours)		
Tennis Court Keys	\$10 (\$20 nr) per key		

## APPENDIX B

### Equipment Available for Off-site Rental (revised fees effective March 15, 2011)

	<b>Daily Rental</b>	<b>Deposit</b>
Mobile Band Stage	\$500	\$1,000
Tables	\$8	\$100 per 5 tables
Chairs	\$1.00	\$100 per 25 chairs
Cotton candy machine	\$25	\$100
Sno-cone machine	\$25	\$100
Hot dog cooker	\$25	\$100
Field chalker	\$10	\$100
Coffee pot, 100 cup	\$10	\$100

## APPENDIX C

The following governmental agencies and government sponsored organizations shall be exempt from Facility Use Fees when requesting use of Town Facilities for official meetings to conduct public business, providing that the space is available as requested.

Citizens on Patrol – Yucca Valley  
City of Twentynine Palms  
Copper Mountain College  
Hi Desert Water District  
League of California Cities  
Mojave Water Agency  
Morongo Basin Transit Authority  
San Bernardino Associated Governments (SANBAG)  
San Bernardino County Food Distribution Program  
San Bernardino County – meetings  
San Bernardino County Sheriff's Department  
YV Youth Accountability Board  
Yucca Valley Branch Library  
Yucca Valley Chamber of Commerce