

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

May 9 2013 Maureen S. Randall
Date Signature

MEETING AGENDA

TOWN OF YUCCA VALLEY

PARKS, RECREATION & CULTURAL COMMISSION

TUESDAY, MAY 14, 2013

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

Dan Harman, Commissioner

Laurine Silver, Commissioner

Meredith Jones, Commissioner

Edith A. Jones-Poland, 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, MAY 14, 2013**

*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, Commissioner Jones-Poland, Chair Evans

APPROVAL OF AGENDA

1. Parks, Recreation & Cultural Commission Agenda

Action Motion: **Move to approve the agenda of the May 14, 2013
Parks, Recreation & Cultural Commission meeting**

Motion _____

Move _____ 2nd _____ Vote _____

CONSENT AGENDA

**1-4 2. Minutes of the Parks, Recreation & Cultural Commission meeting
April 9, 2013**

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

**AGENDA
TOWN OF YUCCA VALLEY
PARKS, RECREATION & CULTURAL COMMISSION
TUESDAY, MAY 14, 2013**

6-7 **3. Museum Report**

Recommendation: **Move to receive and file the Hi Desert Nature Museum Monthly Report for April 2013**

8-16 **4. Recreation Report**

Recommendation: **Move to receive and file the Recreation Monthly Reports for March & April 2013**

17-18 **5. Youth Commission Report**

Recommendation: **Move to receive and file the Youth Commission report for April 2013**

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 2-5**

Move _____ 2nd _____ Vote _____

**AGENDA
TOWN OF YUCCA VALLEY
PARKS, RECREATION & CULTURAL COMMISSION
TUESDAY, MAY 14, 2013**

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

19-25 6. Commission Rules of Procedure

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

Action Motion _____
Move _____ 2nd _____ Vote _____

26 7. Summer Program Plans – Community Services Department

Recommendation: Move to receive and file the information regarding summer 2013 Community Services Department programs and events.

Action Motion _____
Move _____ 2nd _____ Vote _____

**AGENDA
TOWN OF YUCCA VALLEY
PARKS, RECREATION & CULTURAL COMMISSION
TUESDAY, MAY 14, 2013**

27 **8. Selection of Commission Chair**

Recommendation: **Move to appoint selected commissioner to serve as the Chair of the Parks, Recreation and Cultural Commission through June, 2014**

Action Motion _____

Move _____ 2nd _____ Vote _____

28 **9. Selection of Commission Vice Chair**

Recommendation: **Move to appoint selected commissioner to serve as the Vice-chair of the Parks, Recreation and Cultural Commission through June, 2014**

Action Motion _____

Move _____ 2nd _____ Vote _____

COMMISSIONER REPORTS AND COMMENTS

1. Commissioner Silver
2. Commissioner Harman
3. Commissioner Jones
4. Commissioner Jones-Poland
5. Chair Evans

STAFF INFORMATION ITEMS

FUTURE AGENDA ITEM

**AGENDA
TOWN OF YUCCA VALLEY
PARKS, RECREATION & CULTURAL COMMISSION
TUESDAY, MAY 14, 2013**

ANNOUNCEMENTS

The next meeting of the Parks, Recreation and Cultural Commission is June 11th 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, APRIL 9, 2013

CALL TO ORDER by Chair Evans at 4:00pm

PLEDGE OF ALLEGIANCE led by Commissioner Harman

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

APPROVAL OF AGENDA

1. Action Motion: **Move to approve the agenda of the April 9 2013 Parks, Recreation and Cultural Commission meeting.**

Move: Harman

2nd: Silver

Vote: 4-0-0-0

CONSENT AGENDA

2. **MINUTES OF PARKS, RECREATION & CULTURAL COMMISSION MEETING OF MARCH 12, 2013**

Recommendation: **Approve minutes as presented.**

3. **MUSEUM REPORT**

Recommendation: **Move to receive and file the Museum Monthly report for March 2013**

4. **YOUTH COMMISSION REPORT**

Recommendation: **Move to receive and file the Youth Commission report for March 2013.**

5. **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 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 2-5**

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

PUBLIC COMMENTS

Margo Sturges Yucca Valley ~ commented on the value of the Parks, Recreation and Cultural Commission.

STAFF REPORTS

6. Mid Southern California Area 90

Director Schooler introduced a request for Sunday facility use and a reduction of fees. Organizers of the Mid Southern California Area 09 annual event have requested use of the Yucca Room on Sunday, June 9th to hold an assembly to discuss the needs of Alcoholics Anonymous groups in this area and nearby districts. The group has asked for consideration for Sunday use and reduced room charges, i.e., permission to use the Yucca Room at the weekday rate of \$25 per hour and lowering the deposit to the \$200 rate. The current facility use policy specifies the weekend rate of \$45 per hour and a refundable deposit is \$500.

With no representatives in the audience to answer questions, the Commission discussed being consistent with other user groups and Sunday use. Director Schooler stated that Sunday use has been permitted on occasion, but that fees were not waived. The Chamber of Commerce's Sunday use of the facility for the annual Gourd Festival was questioned and Schooler responded that it is viewed differently because the Chamber of Commerce is listed on the Appendix C of the Facility Use Policy as exempt from Facility Use fees. Commissioner Silver favored the reduction of fees for the applicant.

Action Motion: **Move to approve the Sunday use but not the reduction of fees.**

 Move: Harman 2nd Jones Vote: 3-1-0-0

3. Law enforcement officers would be authorized to enforce the ordinance if a smoker refuses to stop smoking in designated non-smoking areas and may issue a citation as appropriate.

4. Town officials would establish levels of fines for non-compliance consistent with other municipal ordinances with tiers for increased fines upon subsequent violations.

This recommendation will go to the Town Council for approval and implementation into the Yucca Valley Park Use Ordinance.

COMMISSIONER REPORTS AND COMMENTS

1. Commissioner Silver: Commissioner Silver thanked Lynne Richardson for all her work at the Museum

2. Commissioner Jones: Commissioner Jones informed the commission that the Run for the Arts on May 5th has been cancelled. She also wanted to mention that Jennifer Collins was an asset to the Commission and she will be missed.

3. Commissioner Harman: Commissioner Harman stated the Museum staff does an excellent job.

4. Chair Evans: Chair Evans mentioned that Jennifer Collins wanted to express her appreciation for working with her on the Commission. She also thanked Jim Schooler and his staff. He noted that the General Plan Committee meeting for April 17th has been cancelled.

ANNOUNCEMENTS

The next regularly scheduled meeting of the Parks, Recreation and Cultural Commission will be on Tuesday, May 14, 2013 at 4:00pm in the Joshua Tree Room of the Yucca Valley Community Center.

FUTURE AGENDA ITEMS

ADJOURNMENT

Chair Evans adjourned the meeting at 4:40pm

Respectfully submitted,



Maureen S. Randall, PRCC Secretary
Community Services Department

Museum Revenues

The museum received \$390 through the museum's donation box in April.

Gecko Gift Shop Income

Merchandise sold:	\$ 3017.76
<u>Sales Tax:</u>	<u>\$ 241.39</u>
April Total:	\$ 3259.15

Gift shop sales continue to be significantly higher than normal due to the liquidation sale.

Fundraising:

Mom's Homemade Shipping, momTech and Kim's Fabric Outlet will be hosting a museum fundraiser on Saturday, May 11, from 9:00 a.m. to 3:00 p.m. The event will include arts & crafts vendors, live music and dance, kids' activities, bounce house, and food.

The silent art auction raised \$725 for the museum

1 plaque sold through the Buy-a-Brick program for \$200
2 family memberships were purchased for \$70

Upcoming Programs and Special Events

Fri., May 3, YVHS Art Show Reception
Wed., May 8, MBHS Presents, Giant Rock & the Integratron
Sat., May 11, Arts & Crafts Show and Museum Fundraiser
Sat., May 11, Science Saturday, Animal Traces
Sat., May 25, Science Saturday, Fear

Advertising and Promotion:

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

The museum's web site, www.hidesertnaturemuseum.org and Facebook page are continually updated with current exhibits, events, and programs.

The electronic newsletter, "Tortoise Tales," was sent to 1366 recipients on April 17.

Museum Progress on Projects and Programs in April:

Project/Program	Status	Notes
Hosted the Earth Day Conservation Fair	Completed	April 20; estimated attendance 2,500-3,000
Taught two Science Saturdays	Completed	April 13: Pollution & Recycling April 27: Nose & Tongue
Co-hosted MBHS Presents	Completed	April 10, Cowboys
Deinstalled the "Reduce, Reuse, Recycle" & "All Things with Wings" exhibits	Completed	April 27
Installed the YVHS Art Show & Desert Volcanoes exhibits	Completed	April 29-30
Installed track lighting in the gift shop & Gems & Minerals area	Completed	
Worked on logistics for the Museum Fundraiser	Ongoing	May 11
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

**Town of Yucca Valley
Community Services Department - Recreation Division
Monthly Report - Enrichment Activities - March 2013**

	Ages	Fee	Meeting Days	# of meetings	Participation last month	Participation (this month)	Change +/-	Average participants per session	Status / Issues / Comments
Art Studio	18 & over	\$2/meeting	Thurs 9am-12pm	5	52	32	-20	12	
Bellydance, Advanced	10 & over	\$35/6 meetings	Wed 7-8 pm	0	22	0	-22	0	No March session offered
Bellydance, Beginning	10 & over	\$35/6 meetings	Wed. 6-7 pm	0	0	0	0	0	No March session offered
Bridge	18 & over	\$2/meeting	Fri 12:30 -4 pm	4	44	28	-16	11	
Bridge, Thursday	18 yrs & over	\$2/meeting	Thurs. 12-3pm	4	33	32	1	10	
Dog Obedience	18 yrs & over	\$135/6 weeks	Fridays 5:30-7:00 p.m.	3	56	36	20	12	
Guitar, Beginning	14 & over	\$40/6meetings	Tues 7-8 pm	4	16	20	4	5	
Gymnastics, Beginning	6 & over	\$25/month	Mon 4-4:55 pm	4	0	44	44	11	
Gymnastics, Intermediate	10 & over	\$25/month	Mon 5-5:55 pm Mon 5-6:55 pm	4	0	92	92	23	
Gymnastics, Kinder Gym	3-5 yrs	\$25/month	Mon 3:30-4:00 pm	4	0	36	36	9	
Harmonica, Beginning	5 yrs 7 over	\$2/meeting	Fri 4:00 - 5:00 p.m.	4	9	8	-1	3	
Knit & Crochet	16 & over	\$2/meeting	Thurs. 9:15 a.m. - 12:15 p.m.	4	38	20	-18	7	
Mom, Dad & Me	2-5 yrs	\$2/meeting	Tues 10:30 - 11:30 am	3	23	25	2	10	
Pinochle	18 yrs & over	\$2/meeting	Fri 1:00 - 5:00 p.m.	4	37	25	-12	10	
Stretch N' Tone	All	Mon 3:30-4:00 pm	Mon-Fri 9:00 - 10:00 a.m.	19	198	178	-20	15	
Table Tennis	16 & over	Fri 5-8 pm	Wed 2-5 pm	4	26	25	-1	9	
Tai Chi Chuan	All	\$30/month	Wed 6-7:30 pm	4	9	50	41	12	
Woodcarving	16 & over	\$2/meeting	Tues 6-9 pm	4	22	21	-1	8	
Walking Club	All	\$15.00 one time fee	n/a	n/a	31	31	0	31	
Western Line Dancing, Instructional	18 yrs & over	\$3/meeting	Thurs 1:00 - 3:00 pm	4	32	31	-1	8	
Western Line Dancing, Kids	7-17 yrs	\$8/4 weeks	Wed 4:00 - 5:00 pm	4	new	4		4	
Western Line Dancing, Social	18 yrs & over	\$2/meeting	Mon 6:00 - 8:00 pm	3	26	22	-3	9	
Yoga, Beginning/Intermediate	18 yrs & over	\$25/4weeks or \$8 drop in	Fri 5:00 - 6:00 pm	4	new	27	n/a	6	

Town of Yucca Valley
Community Services Department - Recreation Division
Monthly Report - Enrichment Activities - April 2013

	Ages	Fee	Meeting Days	# of meetings	Participation level month	Participation (this month)	Change ± (%)	Average participants per session	Status / Issues / Comments
Art Studio	18 & over	\$2/meeting	Thurs 9am-12pm	5	32	52	0	13	
Bellydance, Advanced	10 & over	\$35/6 meetings	Wed 7-8 pm	2	0	8	8	8	
Bellydance, Beginning	10 & over	\$35/6 meetings	Wed 6-7 pm	2	0	7	7	7	
Bridge	18 & over	\$2/meeting	Fri 12:30 -4 pm	4	44	43	-1	12	
Bridge, Thursday	18 yrs & over	\$2/meeting	Thurs. 12-3pm	4	32	41	9	10	
Dog Obedience	18 yrs & over	\$135/6 weeks	Fridays 5:30-7:00 p.m.	2	36	24	-12	12	
Guitar, Beginning	14 & over	\$40/6meetings	Tues 7-9 pm	3	20	15	-5	5	
Gymnastics, Beginning	6 & over	\$25/month	Mon 4-4:55 pm	5	44	75	31	15	
Gymnastics, Intermediate	10 & over	\$25/month	Mon 5-5:55 pm Mon 5-6:55 pm	5	92	90	-2	18	
Gymnastics, Kinder Gym	3-5 yrs	\$25/month	Mon 3:30-4:00 pm	5	36	50	14	10	
Harmonica, Beginning	5 yrs 7 over	\$2/meeting	Fri 4:00 - 5:00 p.m.	3	8	7	-1	3	
Knit & Crochet	16 & over	\$2/meeting	Thurs. 9:15 a.m. - 12:15 p.m.	4	20	33	13	9	
Mom, Dad & Me	2-5 yrs	\$2/meeting	Tues 10:30 - 11:30 am	3	25	21	-4	7	
Pirochle	18 yrs & over	\$2/meeting	Fri. 1:00 - 5:00 p.m.	4	25	38	13	11	
Stretch N' Tone	All	Mon 3:30-4:00 pm	Mon-Fri 9:00 - 10:00 a.m.	18	178	210	32	16	
Table Tennis	18 & over	Fri 5-8 pm	Wed 2-5 pm	4	25	28	3	8	
Tai Chi Chuan	All	\$30/month	Wed 6-7:30 pm	2	50	10	-40	6	
Woodcarving	16 & over	\$2/meeting	Tues 6-9 pm	4	21	37	16	10	
Walking Club	All	\$15.00 one time fee	n/a	n/a	31	32	1	32	
Western Line Dancing, Instructional	15 yrs & over	\$3/meeting	Thurs 1:00 - 3:00 pm	4	31	36	5	9	
Western Line Dancing, Kids	7-17 yrs	\$8/4 weeks	Wed 4:00 - 5:00 pm	4	4	17	13	5	
Western Line Dancing, Social	18 yrs & over	\$2/meeting	Mon 6:00 - 8:00 pm	4	22	38	16	10	
Yoga, Beginning/Intermediate	18 yrs & over	\$25/4weeks or \$6 drop in	Fri 5:00 - 6:00 pm	4	27	16	n/a	4	

Town of Yucca Valley

Community Services Department - Recreation Division

Monthly Report - Sports - March 2013

Program	Ages	Fee	Season	Participation	Status / Issues / Comments
Youth Basketball League	Ages 6 thru 14	\$58 Resident \$63 Non-Resident	Practices begin in December; Regular season 1/5 - 3/02; All Stars 3/2-3/26	290 (35 teams)	Program is completed. All Star teams competed in 29 Palms, Beaumont and Apple Valley Tournaments.
Adult Softball Spring Leagues	Ages 18 & up	\$400 per team	Registration closed on 3/25 Season: 4/1 - 6/8	364	Registration is closed for Spring Leagues. Four Leagues were offered: Mens, Traditional Coed, Casual Coed, and Ladies. Mens and Ladies Leagues increased to 7 teams each, with coed leagues filling as well with a total of 12 teams. A total of 26 teams registered, this is an increase from spring of 2012 (23 teams). Program takes place Monday through Thursday nights at the Community Center.

Town of Yucca Valley

Community Services Department - Recreation Division

Monthly Report - Sports - April 2013

Program	Ages	Fee	Season	Participation	Status / Issues / Comments
Adult Softball Spring Leagues	Ages 18 & up	\$400 per team	Registration closed on 3/25 Season: 4/1 - 6/8	364	The season is underway. Four Leagues were offered: Mens, Traditional Coed, Casual Coed, and Ladies. Mens and Ladies Leagues increased to 7 teams each, with coed leagues filling as well with a total of 12 teams. A total of 26 teams registered, this is an increase from spring of 2012 (23 teams). Program takes place Monday through Thursday nights at the Community Center.

received and filed the Youth Commission recommendation and provided direction to staff to schedule the matter for future consideration in conjunction with the Facility Use Policy and/or Parks Use Ordinance review.

On April 30, 2013, San Bernardino County Sheriff's Department Deputies Ables and Dominick completed filming for the Youth Commission's Social Host Ordinance Youth Tube video, which will now be edited by Pro Video.

A Youth Commission forum has been scheduled at La Contenta Middle School for Wednesday, May 15, 2013. Commissioners will host games with the students and share information about Youth Commission projects and duties. Youth Commission applications will be made available to students interested in next year's term.

During April commissioners volunteered at the Earth Day Conservation Fair on April 20th.

The next scheduled meeting of the Youth Commission will be Monday, May 6, 2013. Commissioners will be presented to Town Council during the Tuesday, May 28, 2013 meeting.

Previously Reviewed by: Staff

Attachments: None

Parks, Recreation and Cultural Commission
Rules of Procedure
(Amended August 2012)

Organization and Officers

A. Organization

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

B. Officers

1. Selection

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

2. Responsibilities

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

a. Chair

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

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

b. Vice-Chair

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

c. Designee

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

C. Duties and Powers

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

D. Rules of Order

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

Meetings

A. Public Meetings

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

B. Regular Meetings

1. Regular meetings shall be held on the second Tuesday of each month at 4:00pm. in the Community Center unless otherwise determined by the Commission.

C. Adjourned Meetings

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

D. Special Meetings

Special meetings of the Parks, Recreation and Cultural Commission may be held at any time upon the call of the Chair or by a majority of the voting members of the Commission or upon request of the Town Council following at least 24 hours' notice to each member of the Commission and to the press. The time and place of the special meeting shall be determined by the convening authority.

E. Study Sessions/Workshops

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

F. Attendance

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

G. Agenda

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

H. Order of Meetings

1. The Order of Business shall be as follows:

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

2. Presentation or Hearing of Proposals

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

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

g. **Rules of Testimony.** The rules of testimony shall be as follows:

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

I. Motions

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

J. Voting

1. Voting Requirements

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

2. Voting Order

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

3. Recording of Votes

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

4. Disqualification from Voting

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

Review and Amendments Procedure

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

PARKS, RECREATION AND CULTURAL COMMISSION STAFF REPORT

To: Members of the Parks, Recreation and Cultural Commission
From: Jim Schooler, Director of Community Services
Date: May 9, 2013
For Commission Meeting: May 14, 2014

Subject: Summer Program – Community Services Department

Prior Commission Review: The Commission typically receives a preview of seasonal program offerings prior to submittal to Town Council. However, because of budget and priority uncertainties this spring, the Commission’s review was not feasible prior to Council approval and publication deadline.

Recommendation: Move to receive and file the information regarding summer 2013 Community Services Department programs and events.

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 activities and events that will be offered in the summer (June, July, August) of 2013. Descriptions have been prepared and included in the printed Experience Yucca Valley fall activity guide that will be distributed throughout the community in mid-May. Staff is continuing to work on planning the details of the programs.

Commission input and questions are welcome and will be incorporated into future program planning. The Commission is asked to receive and file this report.

Alternatives: None recommended

Fiscal impact: No fiscal impact outside of the adopted budget

Attachments: No attachments; the draft activity guide will be available for review at the Commission meeting on May 14th.

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

PARKS, RECREATION AND CULTURAL COMMISSION STAFF REPORT

To: Members of the Parks, Recreation and Cultural Commission
From: Maureen Randall, Administrative Assistant
Date: May 9, 2013
For Commission Meeting: May 14, 2013

Subject: Commission Chair selection

Prior Commission Review: Commission normally selects a Chair in June of each year.

Recommendation: Move to appoint the selected commissioner to serve as the Chair of the Parks, Recreation and Cultural Commission through June, 2014.

Summary: The Town of Yucca Valley Municipal Code and the Parks, Recreation and Cultural Commission's Rules of Procedure require the members of the Commission to annually select one of its members to serve as chair. The chairperson presides over meetings, appoints appropriate committees and directs the affairs, including establishing the meeting agenda of the Commission.

Order of Procedure:

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

Discussion: The Rules of Procedure for the Town of Yucca Valley's Parks, Recreation and Cultural Commission deals with the selection of the commission officers:

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

Staff is available to assist the commissioners in the fulfillment of their duties.

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

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

