

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 Friday

Date

Signature

June 7 2013 Maureen S Randall

TOWN OF YUCCA VALLEY

PARKS, RECREATION & CULTURAL COMMISSION

TUESDAY, JUNE 11, 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, *Vice Chair*

Laurine Silver, *Commissioner*

Meredith Jones, *Commissioner*

Edith A. Jones-Poland, *Commissioner*

Curtis Yakimow, *Director of Administrative Services*

Mark Nuaimi, *Town Manager*

Maureen S. Randall, *Secretary*

COMMUNITY SERVICES OFFICE 760-369-7211

www.yucca-valley.org

AGENDA

**TOWN OF YUCCA VALLEY
PARKS, RECREATION & CULTURAL COMMISSION
TUESDAY, JUNE 11, 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 Silver, Commissioner Jones, Commissioner Jones-Poland, Vice Chair Harman, Chair Evans

APPROVAL OF AGENDA

1. Parks, Recreation & Cultural Commission Agenda

Action Motion: **Move to approve the agenda of the June 11, 2013
Parks, Recreation & Cultural Commission meeting**

Motion _____

Move _____^{2nd} _____ Vote _____

CONSENT AGENDA

1-5 **2. Minutes of the Parks, Recreation & Cultural Commission meeting
May 14, 2013**

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

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

6-8 3. Museum Report

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

9-13 4. Recreation Report

**Recommendation: Move to receive and file the Recreation Monthly
Reports for May 2013**

14-15 5. Youth Commission Report

**Recommendation: Move to receive and file the Youth Commission
Report for May 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, JUNE 11, 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

16-18 6. Museum Operating Hours Update

Recommendation: Receive and file the Hi Desert Nature Museum staff report outlining new museum operating hours.

Action Motion _____
Move _____ 2nd _____ Vote _____

19-20 7. Museum Registrar Activities Update

Recommendation: Receive and file the verbal update regarding Museum Registrar Activities.

Action Motion _____
Move _____ 2nd _____ Vote _____

**AGENDA
TOWN OF YUCCA VALLEY
PARKS, RECREATION & CULTURAL COMMISSION
TUESDAY, JUNE 11, 2013**

COMMISSIONER REPORTS AND COMMENTS

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

STAFF INFORMATION ITEMS

FUTURE AGENDA ITEM

- Dog Park at Essig Park
- Park Ordinance
- Brehm Sports Park Update

ANNOUNCEMENTS

The next meeting of the Parks, Recreation and Cultural Commission is scheduled for July 9th 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, MAY 14, 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, Commissioner Jones-Poland and Chair Evans.

APPROVAL OF AGENDA

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

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

CONSENT AGENDA

2. **MINUTES OF PARKS, RECREATION & CULTURAL COMMISSION MEETING OF APRIL 9, 2013**

Recommendation: **Approve minutes as presented.**

3. **RECREATION REPORT**

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

4. **MUSEUM REPORT**

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

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 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: Silver 2nd: Jones Vote: 5-0-0-0

PUBLIC COMMENTS

Larry Burge of Yucca Valley requested that the dog park at Essig Park be put on a future agenda. Mr. Burge feels that some issues at the facility should be brought to the Commission's attention.

STAFF REPORTS

6. Commission Rules of Procedure

Director Schooler opened discussion on the Commission's Rules of Procedure. In 2001, the Commission adopted certain protocol to guide their meetings and activities. An annual review of the rules is recommended. With the pending retirement of Director Schooler, an early review is recommended by staff. The only change suggested was to replace the wording "Community Services Director" to "Town Staff Liaison"

Action Motion: **Move to approve the Rules of Procedure with the change of "Community Services Director" to "Town Staff Liaison"**

 Move: Jones-Poland 2nd Silver Vote: 5-0-0-0

7. Summer Program Plans – Community Services Department

Director Schooler reported on the Community Services summer programs. He stated because of the timing of the Town's budget process, these were not able to go to the Commission prior to the Town Council's review. He passed out a copy of the Summer Activity Guide that will be distributed to the public starting Saturday, May 18th. The aquatics program will have 96 "Learn to Swim" classes along with lap swim, water aerobics, and recreational swim sessions. The schedule is streamlined and the fees were increased to make the program financially feasible. There will be eight Summer Concerts beginning in late June.

Chair Evens inquired about what programs was the department able to retain. Director Schooler stated that most of the traditional summer programs will continue, but some are scaled back due to budget and staffing considerations. The Machris Park summer day camp has been changed to a Super Summer Squad mobile recreation program that will visit four parks each week with activities that follow different themes. The Senior Club has donated money that will be used to help cover program costs.

Action **Motion: Move to receive and file the information regarding Summer 2013 Community Services Department programs and events**

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

8. Selection of Commission Chair

Director Schooler opened discussion on the selection of Commission Chair for 2013-2014. This item was put on the agenda to attend to housekeeping business before Director Schooler's retirement at the end of May. The Town of Yucca Valley Municipal Code and the Parks, Recreation and Cultural Commission Rules of Procedure require the members of the Commission to annually select one of its members to serve as chair. Director Schooler asked for nominations for Chair. Commissioner Silver nominated Jeff Evans and there were no other nominations. Mr. Evans accepted the nomination.

Action **Motion: Move to appoint Jeff Evans to serve as the Chair of the Parks, Recreation and Cultural Commission 2013-2014**

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

9. Selection of Commission Vice Chair

Chair Evens nominated Dan Harman for Vice Chair; there were no other nominations. Mr. Harman accepted the nomination.

Action **Motion: Move to appoint Dan Harman to serve as the Vice Chair of the Parks, Recreation and Cultural Commission 2013-2014**

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

STAFF INFORMATION ITEMS

- Director Schooler stated that the Parks, Recreation and Cultural Commission has made significant contributions to the community. He thanked the commissioners for their support. He mentioned that over the years, he has worked with children growing up in the community who are now bringing their children to the parks.
- With Director Schooler retiring, the divisions of the Community Services Department will be distributed to other departments. Administration and Recreation will go under Curtis Yakimow; Finance Director. Animal Control and Care will go under Town Manager, Facility Maintenance will go under Shane Stueckle in Director of Community Development.
- Brehm Sports Park is coming along nicely. Sod has been laid and the building is just about finished.
- Youth Commission will be going to the Town Council on May 28th for the year-end recognition.
- Sports Council will be meeting on June 10 at 6:30pm
- Director Schooler thanked the commissioner for their supportive comments.

COMMISSIONER REPORTS AND COMMENTS

- 1. Commissioner Silver:** Commissioner Silver attended the Museum fundraiser; she stated she had enjoyable time. Commissioner Silver thanked Dan Harman for accepting the vice chair position. Thanked Jeff Evans for all his work on the Commission.
- 2. Commissioner Jones:** Commissioners Jones stated it has been a pleasure working with Jim Schooler. Commissioners Jones feels that the commission needs to stay active and watchful.
- 3. Commissioner Harman:** Commissioner Harman stated that is has been a pleasure working with Jim Schooler. He stated that what staff does behind the scenes is incredible. Welcomed Commissioner Jones-Poland.
- 4. Commissioner Jones Poland** Commissioner Jones-Poland stated she is sad she won't be working with Director Schooler. Commissioner Jones-Poland stated she agrees we need to be watchful.
- 5. Chair Evans:** Chair Evans welcomed Commissioner Jones-Poland. He stated he didn't know what to expect two years ago when he joined the commission. He stated he is truly amazed at staff's commitment to the community. General Plan Advisory Committee will meet in June. Chair Evans thanked the commission for the Chair nomination.

ANNOUNCEMENTS

The next regularly scheduled meeting of the Parks, Recreation and Cultural Commission will be on Tuesday, June 11, 2013 at 4:00pm in the Joshua Tree Room of the Yucca Valley Community Center.

FUTURE AGENDA ITEMS

- Dog Park at Essig Park
- Park Ordinance
- Social host Ordinance Update
- Brehm Sports Park Update

ADJOURNMENT

Chair Evans adjourned the meeting at 4:50pm

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: Stefanie Ritter, Museum Program Coordinator
Date: June 1, 2013
For Commission Meeting: June 11, 2013

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 May 2013.

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

Order of Procedure:

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

Discussion:

Current Temporary Exhibits:

"Yucca Valley High School Art Show" and "Desert Volcanoes" was on display from May 1 – 30, 2013 in the Temporary Gallery.

"The Progression of an Artist" will be on display from June 14 – September 7, 2013.

Museum Attendance

The month of May brought 2,277 visitors to the museum.

Reviewed By:	_____	_____	_____ <i>CJR</i>	_____
	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 Revenues

The museum received \$ 658.00 through the museum's donation box in April.

Gecko Gift Shop Income

Merchandise liquidation	\$ 175.00
Merchandise sold:	\$ 1133.98
Sales Tax:	\$ 90.72
April Total:	\$ 1399.70

The Gift Shop is closed as of May 29th. The California Welcome Center purchased \$175.00 worth of merchandise. The Joshua Tree National Park Association took some of the postcard stands and a few books for the JTNPVC.

Fundraising:

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

The fundraiser raised \$1039.00 for the museum

Upcoming Programs and Special Events

Wed., June 12, MBHS Presents, San Francisco Earthquake	5:30 PM- 7:30 PM
Fri., June 14, Reception for "The Progression of an Artist"	5:00 PM – 7:00 PM
Sat., June 15, Science Saturday, Trees	11:00 AM – 11:30 AM
Wed., June 26, Art & Culture Wednesday, France	10:00 AM – 11:00 AM

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 1387 recipients on May 23.

Museum Progress on Projects and Programs in May:

Project/Program	Status	Notes
Taught two Science Saturdays	Completed	May 11: Animal Traces May 25: Fear
Co-hosted MBHS Presents	Completed	May 8, Giant Rock & Integraton
Hosted YVHS Art Show reception	Completed	May 3
Installed track lighting in the gift shop & Gems & Minerals area	Completed	
Museum Fundraiser	Completed	May 11
Deinstalled the YVHS Art Show and Desert Volcanoes Exhibit	Completed	May 30
Redesign former Gecko Gift Shop. Refurbish Gift Shop shelves for Sphere Collection.	Ongoing	
Initiated full inventory of collections	On Hold	
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

PARKS, RECREATION AND CULTURAL COMMISSION STAFF REPORT

To: Members of the Parks, Recreation and Cultural Commission
From: Sue Earnest Recreation Supervisor
Date: June 5, 2013
For Commission Meeting: June 11, 2013

Subject: Monthly Recreation Division reports – May

Recommendation: Receive and file the May 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 May

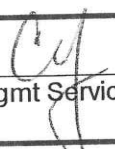
Attachments:

- May Youth Programs report
- May Sports Activities report
- May Enrichment Activities report
- May Special Events report

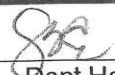
Reviewed By:

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 - Special Events - May 2013

	Ages	Fee	Day/Date	Participation this month	Status / Issues / Comments
Grubstakes Run	All	\$20/\$15	May 26th	70	The run went very smoothly; participants enjoyed the great weather and well marked course. Winners received medals and awards fashioned from gold prospecting pans.
Grubstake Days Horseshoes Tournament	18 up	\$15 per team	May 25th	18	9 teams participated in the Grubstake Days Horseshoes Tournament which took place at the Grubstake Days Community Fair on May 25th from 12 noon to 5:30 pm. Winners received a plaque and silver belt buckle.
Grubstake Days Beard Contest	All	Free	May 25th	14	14 manly men participated in the Grubstake Days Beard Contest which took place at the Grubstake Days Community Fair on May 25th at 11:30 am. Winners were people's choice (determined by audience applause) and received hand-carved awards courtesy of the Morongo Basin Wood Carvers.

Town of Yucca Valley

Community Services Department - Recreation Division

Monthly Report - Sports - May 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. Finals take place the week of June 10th.
Adult Softball Summer Leagues	Ages 18 & up	\$400 per team	Registration closes on 6/13 Season Begins 6/24	TBD	Registration is underway. Four Leagues are offered: Mens, Traditional Coed, Casual Coed, and Ladies. Program takes place Monday through Thursday nights at the Community Center.

Town of Yucca Valley
Community Services Department - Recreation Division
Monthly Report - Enrichment Activities - May 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	32	TBA		13	
Bellydance, Advanced	10 & over	\$55/6 meetings	Wed. 7-8 pm	2	0	TBA		8	
Bellydance, Beginning	10 & over	\$35/6 meetings	Wed. 6-7 pm	2	0	TBA		7	
Bridge	18 & over	\$2/meeting	Fri 12:30 -4 pm	4	44	TBA		12	
Bridge, Thursday	18 yrs & over	\$2/meeting	Thurs. 12-3pm	4	32	TBA		10	
Dog Obedience	18 yrs & over	\$135/6 weeks	Fridays 5:30-7:00 p.m.	2	36	TBA		12	
Guitar, Beginning	14 & over	\$40/6meetings	Tues 7-8 pm	3	20	TBA		5	
Gymnastics, Beginning	6 & over	\$25/month	Mon 4-4:55 pm	5	44	TBA		15	
Gymnastics, Intermediate	10 & over	\$25/month	Mon 5-5:55 pm Mon 5-6:55 pm	5	92	TBA		18	
Gymnastics, Kinder Gym	3-5 yrs	\$25/month	Mon 3:30-4:00 pm	5	36	TBA		10	
Harmonica, Beginning	5 yrs 7 over	\$2/meeting	Fri 4:00 - 5:00 p.m.	3	8	TBA		3	
Knit & Crochet	16 & over	\$2/meeting	Thurs. 9:15 a.m. - 12:15 p.m.	4	20	TBA		9	
Mom, Dad & Me	2-5 yrs	\$2/meeting	Tues 10:30 - 11:30 am	3	25	TBA		7	
Pinochle	18 yrs & over	\$2/meeting	Fri. 1:00 - 5:00 p.m.	4	25	TBA		11	
Stretch N' Tone	All	Mon 3:30-4:00 pm	Mon-Fri 9:00 - 10:00 a.m.	18	178	TBA		16	
Table Tennis	18 & over	Fri 5-8 pm	Wed 2-5 pm	4	25	TBA		8	
Tai Chi Chuan	All	\$30/month	Wed 6-7:30 pm	2	50	TBA		6	
Woodcarving	16 & over	\$2/meeting	Tues 6-9 pm	4	21	TBA		10	
Walking Club	All	\$15.00 one time fee	n/a	n/a	31	TBA		32	
Western Line Dancing, Instructional	18 yrs & over	\$3/meeting	Thurs 1:00 - 3:00 pm	4	31	TBA		9	
Western Line Dancing, Kids	7-17 yrs	\$8/4 weeks	Wed 4:00 - 5:00 pm	4	4	TBA		5	
Western Line Dancing, Social	18 yrs & over	\$2/meeting	Mon 6:00 - 8:00 pm	4	22	TBA		10	
Yoga, Beginning/intermediate	18 yrs & over	\$25/4weeks or \$8 drop in	Fri 5:00 - 6:00 pm	4	27	TBA		4	

Youth Commissioners participated in the Grubstake Days parade on May 25th and volunteered at the May 26th Grubstakes Run.

Commissioners were recognized by Mayor Merl Abel and the Town Council during the May 28, 2013 meeting. The final regular meeting for this Youth Commission term was held following their recognition on May 28th. Commissioners summarized their accomplishments this term and offered suggestions for improvements to the Youth Commission experience for next year's term. Applications for commissioners for the 2013-2014 term are due by September 3, 2013 and will be presented to PRCC at the September 10, 2013 meeting.

Previously Reviewed by: Staff

Attachments: None

PARKS, RECREATION, CULTURAL COMMISSION STAFF REPORT

To: Members of the Parks, Recreation, Cultural Commission
From: Curtis Yakimow, Director of Administrative Services

Date: June 5, 2013

For Commission Meeting: June 11, 2013

Subject: Museum Operating Hours Update

Prior Commission Review: None.

Recommendation: Receive and file the Hi-Desert Nature Museum staff report outlining new museum operating hours.

Order of Procedure:

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

Discussion:

Attached for the Commission's information is the Town Council Staff Report outlining the new operating hours for the Hi-Desert Nature Museum. Effective June 1, 2013, the Museum's operating hours will be Thursday through Saturday, 10:00 am to 5:00 pm. Additionally, the Museum will accommodate special events and groups by appointment.

This item would normally have been presented to the Commission for a recommendation prior to moving to the Town Council for action; however, due to the compressed schedule resulting from the retirement impacts on Museum staff, it was necessary for this item to move directly to the Town Council for review and comment.

Previously Reviewed by: N/A

Attachments: Town Council Staff Report

Reviewed By:	<u> </u> Town Manager	<u> </u> Town Attorney	<u> </u> Mgmt Services	<u> </u> 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 checked="" type="checkbox"/> Receive and File	<input type="checkbox"/> Study Session

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor & Town Council
From: Jim Schooler, Community Services Director
 Lynne Richardson, Museum Supervisor
Date: May 24, 2013
For Council Meeting: May 28, 2013

Subject: Hi-Desert Nature Museum Adjustment of Operating Hours

Prior Council Review: None

Recommendation: Receive and file the Hi-Desert Nature Museum's staff report outlining new museum operating hours.


Summary: In an effort to align Town operations with available resources, staff has developed an operating schedule for the Hi-Desert Nature Museum that allows the Museum to continue to accommodate the highest visitation days as well as special events by appointment. As of June 1, 2013 the operating hours of the Hi-Desert Nature Museum will be Thursday through Saturday, 10:00 a.m. to 5:00 p.m. Additionally, the Museum will accommodate special events and groups by appointment.

Order of Procedure:

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

Discussion: In an effort to identify fiscal savings opportunities and develop a structurally balanced budget for the upcoming fiscal year 2013-14, the Town Council authorized an Early Retirement Incentive program to eligible employees. Two of the four museum staff members opted to participate in the offer: Museum Supervisor Lynne Richardson and Museum Assistant Janine Cleveland.

With the reduction of museum staff from 3.25 to 1.5 full-time equivalents, the Town cannot maintain the Museum's five days per week operating schedule. Staff has determined that opening the Museum three days (Thursday, Friday and Saturday) is a manageable commitment that will still provide reasonable public access to the facility and its programs.

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

Effective June 2, 2013, the hours of operation for the Hi-Desert Nature Museum will be reduced from five days per week to three days per week, Thursday through Saturday, 10:00 a.m. to 5:00 p.m. Attendance records show that Saturday is historically the busiest day of the week for museum visitation. Therefore, three days were chosen that will best serve the needs of the museum staff and visitors.

School groups and special tours will be accommodated during non-operating hours with advance arrangements with museum staff. The adjustment in hours will enable staff the required time to work on exhibits and programs during non-operating hours.

This recommended adjustment to operating hours is an immediate response to the pending retirements. These modified hours are a balance between accessibility for the general public and ensuring adequate time is set aside for programming and special events planning.

Staff continues to examine alternative long-term operational models that may allow the museum to restore the hours of operation while also maintaining the commitment to programs and special events.

Alternative(s): The Town Council could direct staff to increase the full-time staffing for the FY 13/14 budget. This is not recommended at this time until staff has evaluated alternative long-term operational models for maintaining the museum.

Fiscal impact: This alternative schedule is accommodated by the proposed FY 2013-14 General Fund Budget.

Attachments: None

PARKS, RECREATION, CULTURAL COMMISSION STAFF REPORT

To: Members of the Parks, Recreation, Cultural Commission
From: Curtis Yakimow, Director of Administrative Services

Date: June 5, 2013

For Commission Meeting: June 11, 2013

Subject: Museum Registrar Activities Update

Prior Commission Review: The Commission receives a monthly Museum report and update from staff, and has had various updates on these activities over the past two years.

Recommendation: Receive and file the verbal update regarding Museum Registrar Activities.

Order of Procedure:

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

Discussion:

With the recent staffing changes affecting the Museum, the Town will have a need to address the specific activities of the Museum Registrar. These duties were previously coordinated by the Town's Museum Supervisor, and included the contribution of a key volunteer. Some of the typical duties of a Museum Registrar include the following:

1. Maintains records of accession, condition, and location of objects in museum collection, and oversees movement, packing, and shipping of objects to conform to insurance regulations: Observes unpacking of objects acquired by museum through gift, purchase, or loan to determine that damage or deterioration to objects has not occurred.
2. Registers and assigns accession and catalog numbers to all objects in collection, according to established registration system.

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

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

3. Composes concise description of objects, and records descriptions on file cards and in collection catalogs.
4. Oversees handling, packing, movement, and inspection of all objects entering or leaving establishment, including traveling exhibits, and confers with other personnel to develop and initiate most practical methods of packing and shipping fragile or valuable objects.
5. Maintains records of storage, exhibit, and loan locations of all objects in collection for use of establishment personnel, insurance representatives, and other persons utilizing facilities.
6. Periodically reviews and evaluates registration and catalog system to maintain applicability, consistency, and operation.
7. Recommends changes in recordkeeping procedures to achieve maximum accessibility to and efficient retrieval of collection objects.

Town Staff has been working on addressing this need, and will present a verbal update on the Museum's approach regarding the need for qualified Registrar activities.

Previously Reviewed by: N/A

Attachments: