

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

April 3, 2014 Maureen S. Randall  
Date Signature

MEETING AGENDA

# TOWN OF YUCCA VALLEY

## PARKS, RECREATION & CULTURAL COMMISSION

TUESDAY, APRIL 8, 2014

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***

**Shane Stueckle, *Deputy Town Manager***

**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, APRIL 8, 2014**

*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 April 8 2014  
Parks, Recreation & Cultural Commission meeting.**

Motion \_\_\_\_\_

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

**CONSENT AGENDA**

1-6      **2. Minutes of the Parks, Recreation & Cultural Commission meeting of  
February 11, 2014.**

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

**AGENDA  
TOWN OF YUCCA VALLEY  
PARKS, RECREATION & CULTURAL COMMISSION  
TUESDAY, APRIL 8, 2014**

*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 item # 2**

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

**PUBLIC COMMENTS**

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

**STAFF REPORTS**

7-10    **3. Summer Program Offerings - Community Services Department**

**Recommendation: It is recommended:**

That the Commission receives and files the report outlining the draft summer 2014 programs and events to be organized and conducted by the Community Services Department.

Action            Motion \_\_\_\_\_

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

**AGENDA  
TOWN OF YUCCA VALLEY  
PARKS, RECREATION & CULTURAL COMMISSION  
TUESDAY APRIL 8, 2014**

11-18    **4. Recreation Guide Publication Review – Community Services Department**

Recommendation: **It is recommended:**

That the Commission receive the Recreation Guide Publication Review, consider the alternatives presented, and recommend alternative number two for consideration as part of the FY 2014-16 proposed budget.

Action            Motion \_\_\_\_\_

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

19        **5. Supplemental Programming**

Recommendation: **It is recommended:**

That the Commission receives a verbal update on staff efforts regarding the planning of supplemental programming and provide comments and feedback as appropriate.

Action            Motion \_\_\_\_\_

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

**COMMISSIONER REPORTS AND COMMENTS**

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

**STAFF INFORMATION ITEMS**



**AGENDA  
TOWN OF YUCCA VALLEY  
PARKS, RECREATION & CULTURAL COMMISSION  
TUESDAY, APRIL 8, 2014**

**FUTURE AGENDA ITEM**

Youth Commission ~ Use of Park Facility Ordinance review update  
Hi Desert Nature Museum operating hours  
Donation Guidelines

**ANNOUNCEMENTS**

The next meeting of the Parks, Recreation and Cultural Commission is scheduled for May 13, 2014 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, FEBRUARY 11, 2014**

**CALL TO ORDER** by Chair Evans at 4:00 p.m.

**PLEDGE OF ALLEGIANCE** led by Vice Chair Harman

**ROLL CALL** Commissioners present: Commissioner Jones, Commissioner Jones-Poland, Commissioner Silver, Vice Chair Harman and Chair Evans

**APPROVAL OF AGENDA**

1. Action                      Motion: **Move to approve the agenda of the February 11, 2014 Parks, Recreation and Cultural Commission meeting.**  
**Pulling off item #6 to be presented by staff.**

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

**CONSENT AGENDA**

**2. MINUTES OF PARKS, RECREATION & CULTURAL COMMISSION MEETING OF JANUARY 14, 2014**

Recommendation:    **Approve minutes as presented.**

**3. MUSEUM REPORT**

Recommendation    **Move to receive and file the Hi-Desert Nature Museum monthly reports for January 2014**

**4. RECREATION REPORT**

Recommendation    **Move to receive and file the Recreation Report monthly reports for January 2014**

**5. 2013-14 Youth Commission Roster Change**

**Recommendation: Approve the removal of Tommy Bracamonte from the roster of the 2013-2014 Youth Commission**

**7. Spring 2014 Program Offerings – Community Services Department**

**Recommendation: Receive and file the report outlining the Spring 2014 programs and events to be organized and conducted by the Community Services Department.**

*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, 3, 4, 5, 7**

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

**PUBLIC COMMENTS**

None

**STAFF REPORTS**

**6. Welcome Home Vietnam Veterans Event**

Director Yakimow introduced an item requesting a waiver of facility use fees. Mr. Carl Gorham spoke on behalf of the request. Mr. Gorham stated he has been putting on a Welcome Home Vietnam Veterans Day event which has been held at the Yucca Valley Community Center since 2010. He would like to use the Yucca Room on Monday, March 31 from 1:00-6:00pm for the annual event. He is requesting as in years past that the fees for the use be waived.

Approval of the request would result in waiving approximately \$145 in facility use fees.

Action                      Motion: **Move to approve the request for a waiver of facility use fees for the Monday, March 31, 2014 Welcome Home Vietnam Veterans event**

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

## 8. Essig Park

Director Yakimow gave an update on the dog park element of Essig Park. He gave a power point presentation showing the parks signage, and other areas of concern.

Rusty Scott, Lead Skilled Maintenance Worker, spoke on some issues citizens have brought to staffs attention at the dog park. Staff has addressed the current concerns.

- An additional park bench that is direct sight of the entrance gate.
- Staff is looking at planting more draught tolerant trees.
- The area around the water fountain has been improved to address the issue of mud problems and excess water run off.

Kim Casey, Animal Control Officer, spoke on the enforcement of the posted rules of the park. Ms. Casey stated staff has not had to respond to issues regarding dog behavior; the issues are people not obeying the posted rules. Office Casey stated that they will be continuing to make visits to the park.

A suggestion of putting Animal Controls phone number on the rules sign of the dog park was given.

Action                      Motion: **Receive and file the verbal update regarding the Town's Essig Park facility from Town staff**

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

## 9. Museum Collection Management Policy

Director Yakimow introduced Vanessa Cantu the contracted Hi Desert Nature Museum registrar. Ms. Cantu gave a recap of the Museum Collection Management Policy update project as well as a summary of the more significant changes incorporated into the proposed policy.

Ms. Cantu suggested that the policy be reviewed each year.

Action                      Motion: **Move to approve the updated draft of the Hi Desert Nature Museum Collection Management Policy and direct staff to finalize the policy.**

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

## 10. After School Program Review – Community Services Department

Director Yakimow reported that as part of the ongoing review of programs sponsored by the Recreation division of the Community Services Department, staff evaluates various recreation programs that are offered to the public. Part of the review



process is to look at the effectiveness of the various offering with respect to the Department's Mission Statement. Staff has evaluated the Paradise Park Afterschool Program. This program is an after school drop in program for ages 5-16 in the Paradise neighborhood. In the review process a few questions are asked and answered.

- Is the program operating as envisioned? No
- Is the program effective and efficient in meeting its goals? No
- Are there any potential duplication of efforts? Yes
- Can the program goals be met in a more effective fashion? Yes

With the questions answered, staff has come up with program alternatives.

1. Keep the program unchanged.
2. Modify the program to maximize outreach participation.
3. Eliminate the after school program and replace with events.

Director Yakimow reviewed each of the presented alternatives in depth with the commissioners. Staff would recommend alternative three. If the commission is in support of the recommendation, the next steps would be March Council consideration of the recommendation and April 17, 2014 as the last day of After School Program.

With discussion it was unanimously decided to implement alternative #3. In its place staff would develop targeted event programming at the Paradise Park facility with the goal of maximizing local participation and coordination with the school district and other youth organizations. Activities could be done several times a year and would likely have a higher attendance level, as well as a more effective use of Town resources.

Action

Motion: **Move to accept Alternative # 3**

Move: Jones-Poland

2nd Jones

Vote: 5-0-0-0

## **11. Appointment to Ad Hoc Committee on Web Site Updates**

Director Yakimow opened discussion on the need for an appointment to an Ad Hoc Committee from the Parks, Recreation and Cultural Commission.

On the Town of Yucca Valley's web site there is a section that is dedicated to a video tour of the Town, highlighting various points of interest within multiple segments of the Town. This service is provided to the Town at no cost, by a vendor (CGI, Inc.). The vendor also provides advertising opportunities to local businesses on the various Town web pages.

The Town Council has asked that an ad hoc committee provide input of the final proposed scripts and highlights of this site. It is anticipated that the committee will meet once or twice over the next few months.

Unanimously Chair Evans was suggested for the committee.



Action: Motion: **Move to have Chair Jeff Evans on the Ad Hoc committee for the video tour book section of the Town's website.**

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

## COMMISSIONER REPORTS AND COMMENTS

1. **Commissioner Silver:** Stated she was sorry she missed January's meeting and is glad to be back.
2. **Commissioner Jones:** Stated she will not be at March's meeting due to becoming a grandmother.
3. **Commissioner Jones-Poland:** Reported she enjoys being a part of this commission
4. **Vice Chair Harman:** Nothing to report
5. **Chair Evans:** Thanked everyone for the vote on the appointment to the Ad Hoc committee

## STAFF INFORMATION

Director Yakimow reported that the Town now owns and operates Brehm Park behind the Boys and Girls Club. Town maintenance staff is in the process of giving the restrooms that are on the property a rehab. Recreation staff is working on putting together the summer programs. The Museum staff is preparing for Earth Day Saturday, April 19.

## FUTURE AGENDA ITEMS

Youth Commission ~ Use of Park Facility Ordinance review update  
Hi Desert Nature Museum operating hours  
Donation Guidelines

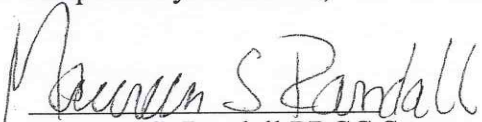
## ANNOUNCEMENTS

With discussion it was decided to cancel the March 11, 2014 meeting. The next regular scheduled meeting of the Parks, Recreation and Cultural Commission will be Tuesday, April 8<sup>th</sup>, 2014 at 4:00 p.m. in the Joshua Tree Room at the Yucca Valley Community Center.

**ADJOURNMENT**

The meeting was adjourned at 5:19 pm.

Respectfully submitted,

  
Maureen S. Randall PRCC Secretary  
Community Services Department

**PARKS, RECREATION, CULTURAL COMMISSION STAFF REPORT**

**To:** Member of the Parks, Recreation, Cultural Commission  
**From:** Curtis Yakimow, Director of Administrative Services  
Sue Earnest, Recreation Supervisor

**Date:** April 3, 2014

**For Meeting** Commission April 8, 2014

**Subject:** Summer 2014 Program Offerings – Community Services Department

**Prior Commission Review:** None

**Recommendation:** That the Commission receives and files the report outlining the draft summer 2014 programs and events to be organized and conducted by the Community Services Department.

**Order of Procedure:**

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

**Discussion:** The programming staff of both the Hi Desert Nature Museum and the Recreation division of the Community Services Department has developed a schedule of programs and events that will be offered in the summer of 2014 (March, April, May). These activities are currently planned for the Experience Yucca Valley spring activity guide that will be distributed throughout the community in mid-May.

**Alternatives:** None recommended.

**Fiscal impact:** Current schedule of activities is accommodated by the FY 2013-14 adopted budget. Next fiscal year activities will be included in the FY 2014-16 proposed budget.

**Attachments:** Hi Desert Nature Museum summer 2014 program summary  
Recreation Division summer 2014 program summary

---

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

*(Handwritten signatures: CY, SE)*

---

- |   |   |  |   |
|---|---|--|---|
| <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  |

## Community Services Department Planned Recreation Programs - Summer 2014

### Aquatics

#### Swim Lessons

Session I, June 23 - July 3	Monday through Thursday morning instructor; 5 time slots; 5 age and skills-based levels of instruction	\$45 per session
Session II, July 7 - July 17		\$45 per session
Session III, July 21 - 31		\$45 per session
Session IV, Aug 4 - Aug 14		\$45 per session

#### Lifeguard Certification Course

Session I, April 21 - 25	Red Cross Lifeguard certification course. Open enrollment, successful candidates interviewed for Aquatics positions.	\$220
Session II, May 3, 4, 10, 11		\$220

#### Water Safety Instructor Certification Course

Session I	Red Cross WSI certification course. In-service training for selected Aquatics staff.	
May 17, 18, 24, 25, 31, June 1, 7, 8		

#### Morning Water Aerobics

June 23 - Aug 15, 7 am	45-minute instructor led water exercises	\$4 per class (\$3 w/pass)
------------------------	--	----------------------------

#### Lap Swimming Sessions

Mon thru Fri, 11:30 am	Drop-in sessions; 1 hour, divided swim lanes, circle swimming format	\$4 per class (\$3 w/pass)
M-W, 5:30 & 6:30 pm		\$4 per class (\$3 w/pass)

#### Fun Swim Sessions

Mon - Fri, 1:00 - 4:00 pm	Public recreational swim	\$4 per class (\$3 w/pass)
---------------------------	--------------------------	----------------------------

#### Family Swim Sessions

Tues, 5:30 to 7:30 pm	Public recreational swim	\$4 per class (\$3 w/pass)
-----------------------	--------------------------	----------------------------

#### Swim Passes

Swim Pass	10 admissions to Water Aerobics, Lap Swimming, Fun Swim or Family Swim sessions	\$30
-----------	---	------

### Special Events

#### Summer Music Festival (family concerts)

Saturday, July 12, 2014	Big Papa and the Six Pack of Cool (Swing)	no charge
Saturday, July 19, 2014	Adrianna Marie & Groovecutters (R&B - Blues)	no charge
Saturday, July 26, 2014	TBD (Country Western)	no charge
Saturday, August 02, 2014	Upstream (Reggae)	no charge
Saturday, August 09, 2014	Chico (Latin - Salsa)	no charge
Saturday, August 16, 2014	TBD (Patriotic)	no charge

#### Fitness Fun Runs

Friday, August 8, 2014	Full Moon 5K Run (Sky Harbor loop)	\$20, \$18
------------------------	------------------------------------	------------

#### Saturday Summer Splashdown

Saturday, TBD	Saturday Family Fun Day at the pool	TBD
---------------	-------------------------------------	-----

### Youth Programs

#### Family Fun Day (themed special event - Museum & Rec)

Saturday TBD	Dinosaur Day	no charge
--------------	--------------	-----------

#### Classes

Beginning Guitar	14 & older, Tuesday evenings	\$40/6 weeks
Bellydance (Beginning)	10 & older, Wednesday evenings	\$35/6 weeks
Bellydance (Intermediate)	10 & older, Wednesday evenings	\$35/6 weeks



Kinder Gym	3-5 year olds, Monday afternoons	\$25/4 weeks
Gymnastics (Beginning)	6 & older, Monday afternoons	\$35/4 weeks
Gymnastics (Intermediate)	10 & older, Monday afternoons	\$35/4 weeks
Gymnastics (Beginning Rhythmic)	6 & older, Monday afternoons	\$35/4 weeks
Mommy, Daddy & Me	2 - 5 year olds, Monday mornings	\$2 per session
Youth Open Art Studio	3-5 year olds, Monday afternoons	\$25/4 weeks

### H-2-Oh Summer Splashdown (Kids water fun at the Community Center)

June 20, July 3 (Thurs), July 18, August 1, August 15)	no charge
--	-----------

### Paradise Park Recreation Days

TBD	Kids & Cops Basketball Tournament	no charge
TBD	Saturday pancake breakfast and carnival	no charge

### Girls Volleyball Camp

Grades 6-10, Mon thru Thurs, Aug 4-7	\$70 per person
--------------------------------------	-----------------

## Adults & Seniors

### Enrichment Classes

Beginning Guitar	14 & older, Tuesday evenings	\$40/6 weeks
Bellydance (Beginning)	10 & older, Wednesday evenings	\$35/6 weeks
Bellydance (Intermediate)	10 & older, Wednesday evenings	\$35/6 weeks
Thursday Bridge	18 & older, Thursday afternoons	\$2 per session
Bridge Club	18 & older, Friday afternoons	\$2 per session
Creative Writing Workshop	TENTATIVE	
Dog Obedience	18 & older, Friday evenings	\$135/ 6 weeks
Knit & Crochet	18 & older, Thursday mornings	\$2 per session
Landscape Irrigation Workshop	One-time class, Saturday, June 7	no charge
Open Art Studio Workshop	18 & older, Thursday mornings	\$2 per session
Pinochle	18 & older, Friday afternoons	\$2 per session
Self Defense Class	One-time class, Saturday, July 12	\$20 per person
Senior Wii	Wednesday & Thursday afternoons	no charge
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
Western Line Dancing (Social)	18 & older, Mon evenings	\$2 per session
Line Dancing (Instructional)	18 & older, Thursday afternoons	\$3 per session
Woodcarving	16 & older, Tuesday evenings	\$2 per session
Walking Club	18 & older, ongoing	\$15 one-time fee

### Senior Dance

Saturday, August 23	Luau Dance	\$3/\$5 per person
---------------------	------------	--------------------

### Seniors & Adult Trips

Wednesday June 18	Destination TBD	TBD
Wednesday, August 13	Destination TBD	TBD

### Softball Leagues

Ladies	Monday evenings	\$400 / team
Co-ed Traditional	Tuesday evenings	\$400 / team
Mens	Wednesday evenings	\$400 / team
Co-ed Casual	Thursday evenings	\$400 / team



# Exhibits and Events Summer 2014

Exhibits	Exhibit #1 May, 2014	YV High School Art Show	no charge
	Exhibit #2 June - September, 2014	Hatching the Past	no charge

## Youth Summer Programs

June, July, August	once/month 2-3 hours program science, art, history	\$5/student
--------------------	---	-------------

## MBHS Presents

Wednesday, June 11, 2014	tba	\$5 donation
Wednesday, July 9, 2014	tba	\$5 donation
no program in August		\$5 donation

## Brown Bag Lunch Lecture Series

Thursdays,	Noon lectures once a month fe	\$5/person
------------	-------------------------------	------------

## Special Events

Saturday, August 9, 2014	Family Fun Day Museum & Recreation	no charge
--------------------------	---------------------------------------	-----------

**PARKS, RECREATION, CULTURAL COMMISSION STAFF REPORT**

**To:** Member of the Parks, Recreation, Cultural Commission  
**From:** Curtis Yakimow, Director of Administrative Services  
Sue Earnest, Recreation Supervisor

**Date:** April 3, 2014

**For Meeting** Commission April 8, 2014

**Subject:** Recreation Guide Publication Review – Community Services Department

**Prior Commission Review:** None

**Recommendation:** That the Commission receive the Recreation Guide Publication Review, consider the alternatives presented, and recommend alternative number two for consideration as part of the FY 2014-16 proposed budget.

**Order of Procedure:**

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

**Discussion:** As part of the ongoing review of programs sponsored by the Recreation division of the Community Services Department, staff routinely evaluates the various recreational programs offered by the Town to residents and visitors alike. This is particularly important for those programs demanding significant Town resources. As part of this review process, staff evaluates the effectiveness of the various offerings with respect to the Department’s Mission Statement, which is used as a guide in program development and evaluation. The mission statement is as follows:

*To design and conduct an appropriate level of recreational opportunities and experiences for all ages with the goals of enhancing the local quality of life, fostering social development, promoting health and wellness, strengthening the community’s livability and image, increasing cultural enrichment, and contributing to the Town’s economic development.*

Reviewed By:

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

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

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

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

\_\_\_\_ Department Report

Consent

\_\_\_\_ Ordinance Action

Minute Action

\_\_\_\_ Resolution Action

Receive and File

\_\_\_\_ Public Hearing

\_\_\_\_ Study Session

Over the past few months, staff has evaluated the department's production and publication of the Town's Experience Yucca Valley Recreational Guide (Guide). The goal of the evaluation was to identify the following:

<u>Question</u>	<u>Answer</u>
1. Is the Guide effective and efficient in meetings its goals?	Yes
2. Can the Guide be produced in a more efficient fashion?	Yes

In the initial Guide evaluation, Town staff answered the questions as indicated. Following is a summary of each of the evaluation questions, and the basis for the staff response.

Question 1 Is the Guide effective and efficient in meeting its goals?

Generally, the Guide is a very effective tool used by the Town to inform, promote and assist the community concerning the programs and services sponsored or coordinated by the Town's Community Services Department. Additionally, the Guide serves as a way to inform residents and others of services and programs provided by other non-profit organizations, such as the County library, the Center for Healthy Generations, and other youth sports organizations. As currently produced, the Guide provides a single document that captures the activities of the Town and informs the community on how best to participate in these offerings.

The public response to the Guide is overwhelmingly positive, and is looked forward to by many as a way to have a reminder of the various activities available to families both in and outside of the community.

In addition to this current use, staff also identified the Guide as a potential communication vehicle for the Town as a whole, whereby the guide can be expanded to include information from other departments such as community development, planning and engineering and Town hall administration.

Question 2 Can the Guide be produced in a more efficient fashion?

By way of background, the Guide is currently scheduled, produced and printed on a quarterly basis. The current cycle is as follows:

- Spring – March, April, May
- Summer – June, July, August
- Fall – September, October, November
- Winter – December, January, February

The guide is scheduled to reflect the various proposed programs and services. Once the schedule of activities is determined, the layout is completed along with the corresponding art work and cover. When complete, staff conducts a final review, and then sends the print ready file to the printer for publication. This activity is a collaboration of recreation, administrative, facilities and Hi Desert Nature Museum staff.



The Town utilizes Hi Desert Publishing as the primary distribution vehicle through the Hi Desert Star, as well as through counter copies, website publication and select hand-mail as requested.

Quarterly costs for publication of the guide are as follows:

Labor costs for scheduling, layout, and editing	\$3,900
Printing costs	2,500
Direct mail, postage, other misc costs	700
Total	<u>\$7,100</u>

### **Guide Production Alternatives**

Based on the evaluation of the Guide, staff developed two alternatives regarding production of the Guide.

#### Alternative One – Keep the Guide Schedule Unchanged

This alternative would recognize the current benefits of frequent distribution of the Guide, and would ensure that the community receives consistent communication on a quarterly basis. At times, it would also prioritize the quarterly production of the Guide above other tasks and responsibilities of the department to ensure that necessary timelines are met.

#### Alternative Two – Consolidate the Production of the Guide to a Semiannual Schedule

Under alternative two, staff would redesign production of the Guide to a semiannual schedule. In this scenario, the Guide would follow the following production schedule:

- Spring/Summer – March, April, May, June, July, August
- Fall/Winter – September, October, November, December, January, Feb

This alternative would recognize the significant staff time and costs involved in the quarterly production of the Guide, and require that staff utilize an increased planning horizon for the various programs and offerings provided, so as to maximize the efficiencies of the production and printing process.

Utilizing this approach, staff would reach out to the various provider groups with a revised submission schedule for inclusion in the Guide. These would include instructors, youth sports organizations, county library and other non-profits. With the extended timeline, staff would then layout the programs and offerings for the six-month cycle. Changes in programming after print would be accommodated by website updates, press releases and advertising, if needed.

Due to the repetitive nature of much of the material in the Guide, staff feels that this would be not only possible, but desired by many of the current contributors, including the Town. In reaching out to other communities, a similar approach is used by cities including Los Altos Hills, Redwood City and others.

Further, staff would continue to evaluate the benefit utilizing the Guide as a potential communication vehicle for the Town as a whole, whereby the guide can be expanded to include information from other departments such as community development, planning and engineering and Town hall administration.

If the commission is in support of the staff recommendation, the next steps would be as follows:

May 2014	Include semiannual schedule in proposed budget
May 2014	Production of last quarterly Guide (Summer 2014)
July 2014	Production of first semiannual Guide
August 2014	Printing and distribution of Fall/Winter 14-15 guide

**Alternatives:** Retain the quarterly Guide production schedule.

**Fiscal impact:** Implementation of alternative two would result in future operational savings of \$14,200 in the proposed 2014-16 budget. Some of these savings would be offset by the cost of the updates and advertising in the range of \$500 to \$1,000 annually. In addition to the dollar savings, there would be a significant reduction in the current operational staffing demands on the following positions:

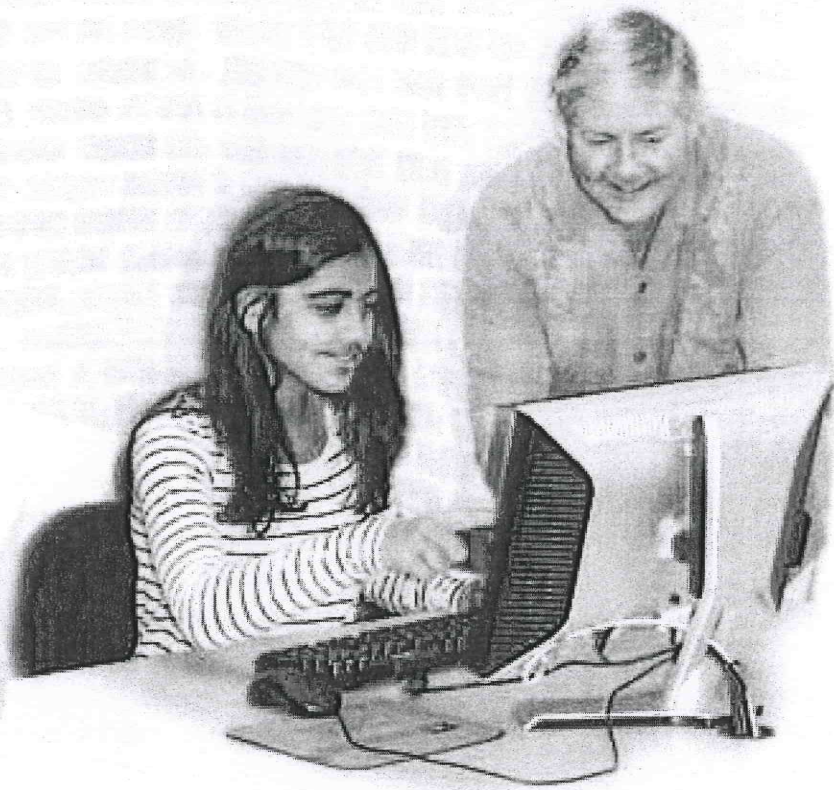
- Recreation Supervisor*
- Administrative Assistant III*
- Museum Program Coordinator*
- Director of Administrative Services*

**Attachments:** Sample Semiannual Guide – Los Altos Hills  
Current Quarterly Guide - (under separate cover)



THE TOWN OF LOS ALTOS HILLS  
SPRING-SUMMER 2014

# ACTIVITY GUIDE







**THE YEAR  
ROUND RIDING  
PROGRAM IS BACK!  
PLEASE SEE PAGE  
9 FOR THE INFOR-  
MATION.**

**CONTENTS**

**YOUTH ACTIVITIES**

Leadership Conference	1
Coding for Kids	1
Preschool Playgroup	2
Green Bean Kidz	2
Fun with Ceramics	3
Babysitter's Training	3
Li'l Rollers Skateboarding Camp	4
NASA: Journey Into Outer Space	4
Filmmaking Flix	5
Animation Flix	5
Green Screen Flix	5
Lego Flix	5
Actup! Camp Presents Beauty and the Beast	6
Ohlone Camp	6
British Soccer Camps	7
Summer Riding Camp	8
Barn Birthday Parties	8

**ALL AGES**

Year Round Riding Program	9
Guided Tour of Hidden Villa Farm	10
Joy of Bay Area Cycling	10
Donor Wall	10
Recyclable Processing Tour	11
Become a CERT Member	11

**ADULT/SENIOR ACTIVITIES**

Recyclable Processing Tour	11
Become a CERT Member	11
Bodyweight Boot-camp	12
Fit-Fun-Friends	12
What are Probiotics and Why Should I Make My Own?	13
Kombucha - Kick Your Soda Habit!	13
Fermented Vegetables	13
Pam's Yoga Fitness	14
Heart of Pilates	14
Yoga Walks	15
Dog Obedience Training	15
Be Prepared! Emergency Packs for Seniors	15

**EVENTS/FACILITIES/  
OPEN SPACE**

Hoppin Hounds	16
Palo Alto Animal Services	16
Easter Egg Hunt	16
Capturing Light	17
Walk and Talk	17
Earth Day	17
Pathway Run/Walk	18
Pathways System	18
Town Picnic	18
4th of July Parade	18
Field Rental	18
Los Altos Senior Center	19
Bookmobile	19
Boarding at Westwind Community Barn	19
Recreation Facilities & Open Space Map	20
Registration Form	21



**Town of Los Altos Hills  
City Council**

- John Radford, Mayor
- Courtenay Corrigan, Vice Mayor
- John Harpootlian, Council Member
- Rich Larsen, Council Member
- Gary Waldeck, Council Member

**City Manager**

Carl Cahill  
26379 Fremont Road  
Los Altos Hills, CA 94022  
650-941-7222

**Parks and Recreation  
Department**

Sarah Gualtieri  
26379 Fremont Road  
Los Altos Hills, CA 94022  
650-947-2518  
sgualtieri@losaltoshills.ca.gov

**Parks & Recreation  
Committee**

- Kathy Evans, Chair
- Kavita Tankha, Vice Chair
- Kit Gordon
- Rebecca Hickman
- Val Metcalfe
- Patty Radlo
- Champa Sreenivas
- Scott Vanderlip
- Julia Zarcone



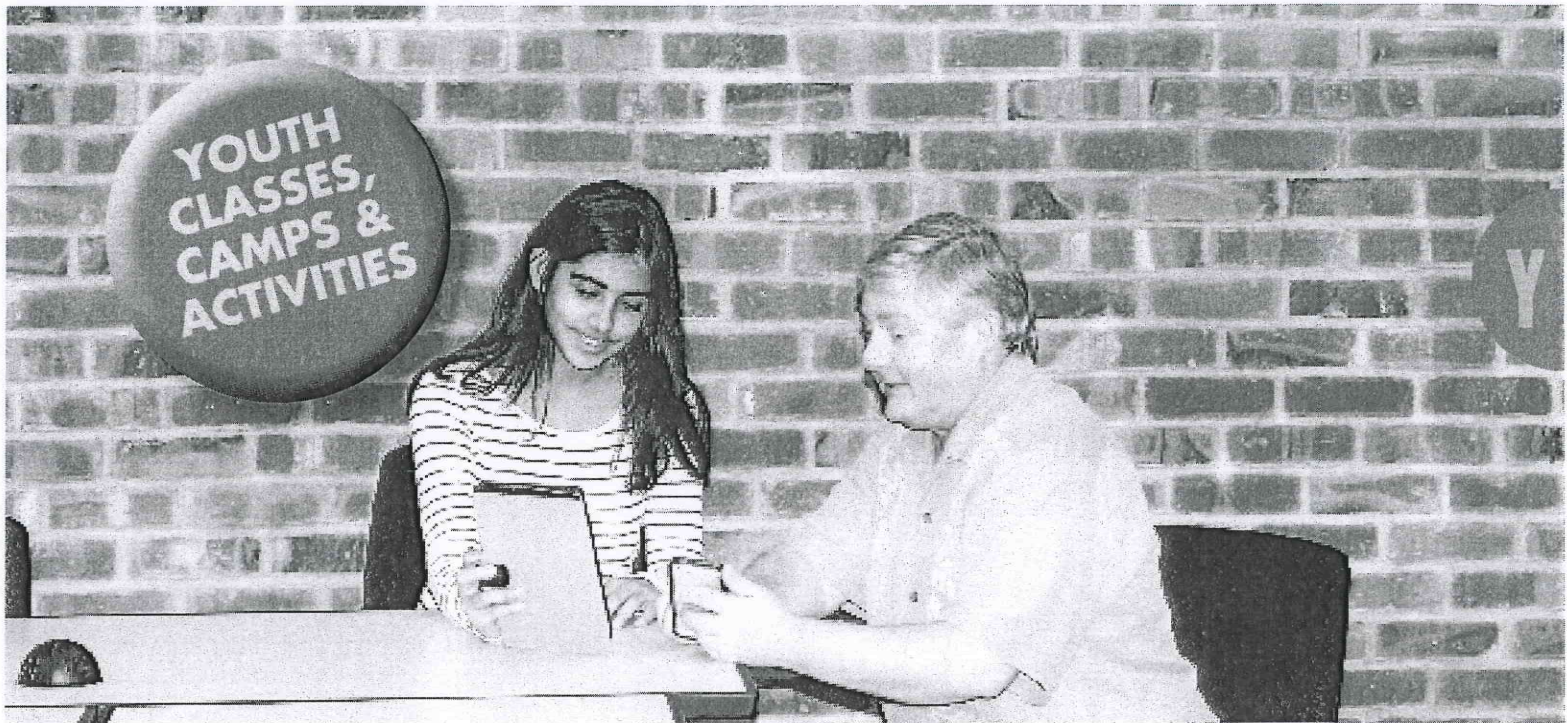
Members of the Los Altos Hills Parks and Recreation Committee are appointed by the City Council and serve as an advisory body to the Council on matters related to recreation programs and activities. They study all recreation facilities available within the Town and make recommendations regarding their status.

Parks and Recreation Committee meetings are held on the second Monday of every month at 9:00 am in the Parks and Recreation Center at Town Hall. All Parks and Recreation Committee meetings are open to the public.

The Los Altos Hills Parks and Recreation Activity Guide is a bi-annual publication, mailed or delivered to residents of Los Altos Hills. Businesses or entities referenced in this brochure do not constitute an endorsement by the Town of Los Altos Hills.

If you would like to receive this Activity Guide please visit:  
[www.losaltoshills.ca.gov](http://www.losaltoshills.ca.gov) and opt in under the recreation tab or call 650-947-2518.

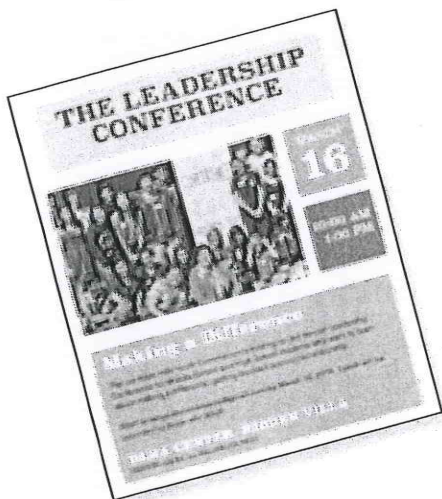




## 3rd Annual Leadership Conference

The Los Altos Hills Youth Commission is hosting its 3rd annual Leadership Conference for Middle School and High School students determined to make a difference by getting involved in entrepreneurship. Confirmed keynote speaker, Ro Khanna of the Silicon Valley, is a teacher, lawyer, and politician, who is campaigning to run for congress. He shares the common dream of making a difference, and plans on spreading his beliefs with others. If you are interested please RSVP to lahouthcommission@gmail.com by March 16, 2014. Lunch will be provided to those who RSVP.

Date: 3/16  
 Day: Sunday  
 Time: 10:00 am – 1:00 pm  
 Location: Hidden Villa, Dana Center  
 26870 Moody Road, LAH  
 Fee: Free



## Coding for Kids

Explore the world of coding in this exciting course designed for middle school aged boys and girls. Participants will actively engage in the world of computer science and coding through a variety of games based coding activities and the visual programming languages; SNAP, SCRATCH, and Alice. This course is designed for beginner and intermediate coders interested in learning and advancing their programming skills. Participants will have the opportunity to program their own games and interactive projects.

Hosted by the Krause Center for Innovation at Foothill College, students will have access to all the technology necessary to explore the world of coding. This program will offer interactive hands on experience over the course of 4 Sunday sessions.

Participants will:

- Explore the fundamental concepts of computer science and coding in a hands on interactive FUN learning environment
- Develop the key skills of problem solving, critical thinking, and computational thinking
- Engage in fun activities designed to develop an understanding of the programming process
- Create games and interactive projects using a variety of visual programming languages

**Free Information Session: 3/30 1:00 – 2:00pm at the location below.**

Dates: 4/27 – 5/18  
 Day: Sundays  
 Time: 1:00 - 5:00pm  
 Location: Krause Center for Innovation  
 Perimeter Rd, Los Altos Hills, CA 94022  
 Fee: \$499 Residents  
 \$513 Non-Residents





## Green Bean Kidz Nature Education

Green Bean Kidz is an outdoor education program for children and their accompanying adults that meets once a week in different local parks and open spaces. The program also encompasses music, art, science, games, hiking and movement all geared toward learning about nature and ecology. Parents are required to attend the preschool program, and strongly encouraged to attend the after school program.

For more information please contact Ellen at [greenbeankidzellen@gmail.com](mailto:greenbeankidzellen@gmail.com) or check [www.greenbeankidz.com](http://www.greenbeankidz.com) for updates. A \$15 materials fee is due the first day of class.

Fees: \$140 Residents  
\$154 Non-Residents

### SPRING

Session 1: 3/25 – 4/29  
Session 2: 5/6 – 6/10  
Day: Tuesdays  
Time: 9:30 – 11:00 am  
Ages: 2 – 5

Session 1: 3/25 – 4/29  
Session 2: 5/6 – 6/10  
Day: Tuesdays  
Time: 3:30 – 5:00 pm  
Ages: 5 - 10

Session 1: 3/26 – 4/30  
Session 2: 5/7 – 6/11  
Day: Wednesdays  
Time: 9:30 – 11:00 am  
Ages: 2 – 5

Session 1: 3/26 – 4/30  
Session 2: 5/7 – 6/11  
Day: Wednesdays  
Time: 3:30 – 5:00 pm  
Ages: 5 - 10

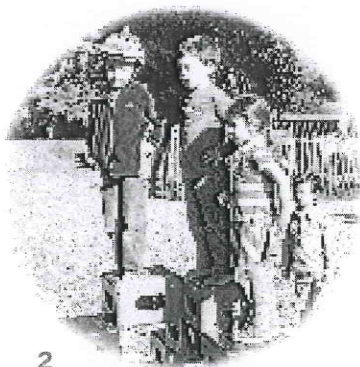
### SUMMER

Session 1: 6/17 – 7/29  
no class 7/1  
Session 2: 8/5 – 9/9  
Day: Tuesdays  
Time: 9:30 – 11:00 am  
Ages: 2 – 5

Session 1: 6/17 – 7/29  
no class 7/1  
Session 2: 8/5 – 9/9  
Day: Tuesdays  
Time: 3:30 – 5:00 pm  
Ages: 5 - 10

Session 1: 6/18 – 7/30  
no class 7/2  
Session 2: 8/6 – 9/10  
Day: Wednesdays  
Time: 9:30 – 11:00 am  
Ages: 2 – 5

Session 1: 6/18 – 7/30  
no class 7/2  
Session 2: 8/6 – 9/10  
Day: Wednesdays  
Time: 3:30 – 5:00 pm  
Ages: 5 - 10



## Preschool Playgroup

Meet local families with preschool age children. It is not always easy to connect with other local parents when living in a rural community, so let's get to know one another! This playgroup has been made available by a Parks and Recreation Committee member.

Dates: 3/12 – 6/18  
Time: 9:00 – 10:00 am  
Location: Shoup Park, 400 University Avenue, Los Altos  
Age: Preschool age children  
Fee: Free



**PARKS, RECREATION, CULTURAL COMMISSION STAFF REPORT**

**To:** Member of the Parks, Recreation, Cultural Commission  
**From:** Curtis Yakimow, Director of Administrative Services  
Sue Earnest, Recreation Supervisor

**Date:** April 3, 2014

**For Meeting:** Commission April 8, 2014

**Subject:** Supplemental Programming

**Prior Commission Review:** None

**Recommendation:** That the Commission receives a verbal update on staff efforts regarding the planning of supplemental programming and provide comments and feedback as appropriate.

**Order of Procedure:**

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

**Discussion:** Supplemental programming is programming in which the Town takes a secondary role in advocating or supporting, such as the Senior Lunch Program provided by Family Services Association at the Town's Senior Center. As Town staff continues efforts at evaluating the various recreational and community service program offerings sponsored by the Town, the need for the development of a framework guiding discussions regarding the appropriate level of Town involvement in supplemental programming became apparent.

At the April 8<sup>th</sup> PRCC meeting, Town staff will provide a brief summary of the various proposed talking points, and will facilitate a brainstorming session regarding alternatives available for consideration.

**Fiscal impact:** None with this item.

---

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