

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 10/7/16

10/7/16 Date [Signature] Signature

MEETING AGENDA

# TOWN OF YUCCA VALLEY PARKS, RECREATION & CULTURAL COMMISSION

TUESDAY, OCTOBER 11, 2016

4:30 PM

JOSHUA TREE ROOM

YUCCA VALLEY COMMUNITY CENTER COMPLEX

57090 TWENTYNINE PALMS HIGHWAY

YUCCA VALLEY, CALIFORNIA 92284

## PARKS, RECREATION & CULTURAL COMMISSION

**Eric Quander, Commissioner**

**Laurine Silver, Commissioner**

**Andrea Staehle, Commissioner**

**Ed Keesling, Vice Chair**

**Randy Eigner, Chair**

**Curtis Yakimow, Town Manager**

**Susan Earnest, Community Services Manager**

**Maureen S. Neely, Secretary**

COMMUNITY SERVICES OFFICE 760-369-7211

[www.yucca-valley.org](http://www.yucca-valley.org)

**AGENDA  
TOWN OF YUCCA VALLEY  
PARKS, RECREATION & CULTURAL COMMISSION  
TUESDAY, OCTOBER 11, 2016**

*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**

**ROLL CALL:** Commissioner Quander, Commissioner Silver, Commissioner Staehle, Vice Chair Keesling, Chair Eigner.

**PLEDGE OF ALLEGIANCE**

Led by \_\_\_\_\_

**APPROVAL OF AGENDA**

Parks, Recreation & Cultural Commission Agenda

**Recommendation:** Move to approve the agenda of the October 11, 2016 Parks, Recreation & Cultural Commission.

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

*All items listed on the consent calendar are considered to be routine matters or are considered formal documents covering previous Parks, Recreation and Cultural Commission instruction. The items listed on the consent calendar may be enacted in 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. Public requests to comment on consent calendar items should be filed with the Commission Secretary before the consent calendar is called.*

**AGENDA  
TOWN OF YUCCA VALLEY  
PARKS, RECREATION & CULTURAL COMMISSION  
TUESDAY, OCTOBER 11, 2016**

**CONSENT AGENDA**

**DEPARTMENT REPORTS**

15-17    **1. 2016-17 Youth Commission Appointments**

**Recommendation:** Review the Youth Commission candidates and move to recommend appointment of the selected applicants to the 2016-17 Youth Commission.

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

18-21    **2. Facility Use Request & Fee Waiver – Tender Loving Cause/Christmas (TLC)**

**Recommendation:** That the Parks, Recreation and Cultural Commission consider the issue and make a determination regarding the request for facility use and a waiver of facility use fees.

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

**FUTURE AGENDA ITEMS**

- Park Ordinance review
- Youth Commission Program Review
- Park Renaming Review
- Lighting at Parks
- Recreation Center Multipurpose Building
- 2016-17 Youth Commission-Teen Meeting Place
- 5 year CIP Priority List

**PUBLIC COMMENTS**

*In order to assist in the orderly and timely conduct of the meeting, the Parks, Recreation and Cultural Commission takes this time to consider your comments on items of concern which are not on the agenda.*

*When you are called to speak, please state your name and community of residence. Please limit your comments to three (3) minutes or less. Inappropriate behavior which disrupts, disturbs or otherwise impedes the orderly conduct of the meeting will result in forfeiture of your public comment privileges. The Parks, Recreation and Cultural Commission is prohibited by State law from taking action or discussing items not included on the printed agenda.*

## **STAFF REPORTS AND COMMENTS**

### **COMMISSIONER REPORTS AND COMMENTS**

5. Commissioner Quander
6. Commissioner Silver
7. Commissioner Staehle
8. Vice Chair Keesling
9. Chair Eigner

### **ANNOUNCEMENTS**

The next meeting of the Parks, Recreation and Cultural Commission is scheduled for December 13, 2016 at 4:30 pm in the Joshua Tree Room of the Yucca Valley Community Center.

### **ADJOURNMENT**

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

**To:** Members of the Parks, Recreation, Cultural Commission  
**From:** Sue Earnest, Community Services Manager  
**Date:** October 5, 2016  
**For Commission Meeting:** October 11, 2016

**Subject:** 2016-17 Youth Commission Appointments

**Recommendation:** Review the Youth Commission candidates and move to recommend appointment of the selected applicants to the 2016-17 Youth Commission.

**Prior Commission Review:** None.

**Executive Summary:** The Town Council established the Youth Commission to be appointed annually to serve as an advisory group to provide recommendations on youth related issues in Yucca Valley. The Council has appointed the Parks, Recreation and Cultural Commission to make recommendations for appointment and to oversee the activities of the Youth Commission.

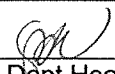
**Order of Procedure:**

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

**Discussion:** The Yucca Valley Youth Commission was established in 1995. The commission consists of young people in grades 7 through 12 who attend school in Yucca Valley. The Council established the Youth Commission to serve as an advisory group to provide recommendations on youth related issues. As the Council-appointed overseers of the Youth Commission activities, the Parks, Recreation and Cultural Commission has traditionally reviewed the Youth Commission applications and made a recommendation for appointment.

On April 20, 2010 the Town Council approved a recommendation from the Parks, Recreation and Cultural Commission amending Chapter 4.12 of the Town of Yucca Valley Municipal Code limiting the number of Youth Commissioners to a maximum of 20 members. The Council also directed staff to work with the PRCC to develop equitable procedures for the selection of Youth Commissioners.

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

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

On July 13, 2010, the PRCC adopted a selection process which included the following criteria:

- A. Applications will be accepted beginning August 1 each year for appointment to the Youth Commission for the subsequent school year.
- B. Youth Commission applications will require a supplemental narrative detailing the candidate's interest in serving on the Commission, and two letters of recommendation from teachers, coaches, or other responsible adults.
- C. Youth Commissioners will be limited to serving no more than three consecutive terms if the number of applicants exceeds the number of authorized seats.
- D. Every effort shall be made to establish a representation of the most schools and grades in recommending Youth Commission appointees.
- E. Returning Youth Commissioners must be recommended for re-appointment by CS Department staff. The candidate's prior service will be the basis for such recommendation.

The Town received a total of 33 applications for the 20 Youth Commission positions. The applicants are as follows:

Applicant name	Grade	School	YC Service
1. Juliet Flores	7 <sup>th</sup> Grade	La Contenta Middle School	
2. Veronica Rodriguez	8 <sup>th</sup> Grade	La Contenta Middle School	1 yr
3. Timothy High	8 <sup>th</sup> Grade	La Contenta Middle School	1 yr
4. Markina Evdokimoff	8 <sup>th</sup> Grade	La Contenta Middle School	
5. Trinity Mecham	8 <sup>th</sup> Grade	La Contenta Middle School	
6. Haley Griswold	8 <sup>th</sup> Grade	La Contenta Middle School	
7. Brooklynn Dougherty	8 <sup>th</sup> Grade	La Contenta Middle School	
8. Luke Ilagan	9 <sup>th</sup> Grade	Yucca Valley High School	
9. Shanelle Banawa	9 <sup>th</sup> Grade	Yucca Valley High School	
10. Serenity Hill	9 <sup>th</sup> Grade	Yucca Valley High School	
11. Angel Rodriguez	9 <sup>th</sup> Grade	Yucca Valley High School	2 yr
12. George Lewis	10 <sup>th</sup> Grade	Yucca Valley High School	Alt
13. Angelina Quirante	10 <sup>th</sup> Grade	Yucca Valley High School	1 yr
14. Vianne Militar	10 <sup>th</sup> Grade	Yucca Valley High School	2 yr
15. Abigail Abalos	10 <sup>th</sup> Grade	Yucca Valley High School	
16. Gabrielle Kanuch	10 <sup>th</sup> Grade	Yucca Valley High School	1 yr
17. Ashley Griswold	10 <sup>th</sup> Grade	Yucca Valley High School	
18. Sarah Rodriguez	10 <sup>th</sup> Grade	Yucca Valley High School	1 yr
19. Zoie Gianforte	10 <sup>th</sup> Grade	Yucca Valley High School	2 yr
20. Zoe Beers	10 <sup>th</sup> Grade	Yucca Valley High School	1 yr

21. Tommy Cruz	10 <sup>th</sup> Grade	Yucca Valley High School	2 yr
22. Aurora Valdes	10 <sup>th</sup> Grade	Yucca Valley High School	2 yr
23. Rachel Kee	10 <sup>th</sup> Grade	Yucca Valley High School	2 yr
24. Randee Zeller	10 <sup>th</sup> Grade	Yucca Valley High School	
25. Madison Tuttle	10 <sup>th</sup> Grade	Yucca Valley High School	2 yr
26. Courtney Linzner	11 <sup>th</sup> Grade	Yucca Valley High School	2 yr
27. Abigail Proudfoot	11 <sup>th</sup> Grade	Yucca Valley High School	
28. Zena Yakimow	11 <sup>th</sup> Grade	Yucca Valley High School	
29. Josiah Gouker	11 <sup>th</sup> Grade	Yucca Valley High School	
30. Liliana Murillo	11 <sup>th</sup> Grade	Yucca Valley High School	
31. Caitlin Rowe	11 <sup>th</sup> Grade	Yucca Valley High School	1 yr
32. Blake Rowe	12 <sup>th</sup> Grade	Yucca Valley High School	4 yrs
33. Miranda Green	12 <sup>th</sup> Grade	Yucca Valley High School	3 yrs

Staff read every application completely and found the entire group to be an amazing representation of our local youth. Each one would be a wonderful additional to the Youth Commission. However, due to the large number of applicants, and based on staff's interpretation of the selection criteria, the following steps were applied to narrow the candidates:

- All applications were reviewed and deemed complete under criteria A & B. A review of the prior service of returning Youth Commissioner applicants found that all satisfied criteria E, having performed satisfactorily to be considered for reappointment.
- Although they are the only 12<sup>th</sup> graders represented and are valued as experienced former Youth Commissioners, applicants Blake Rowe and Miranda Green were determined to be ineligible under criteria "C".
- In order to satisfy criteria "E" and make every effort to establish a representation of the most schools and grades in recommending Youth Commission appointees, staff divided the available positions by grade and filled them accordingly. In those grades where an excess of applicants existed, applicants were selected at random to fill the positions.

The Commission is requested to review the following recommended appointments and to forward a recommendation to the Town Council. The following candidates are recommended for appointment to the Youth Commission.

1. Juliet Flores	7 <sup>th</sup> Grade	La Contenta Middle School	
2. Haley Griswold	8 <sup>th</sup> Grade	La Contenta Middle School	
3. Veronica Rodriguez	8 <sup>th</sup> Grade	La Contenta Middle School	1 yr
4. Markina Evdokimoff	8 <sup>th</sup> Grade	La Contenta Middle School	
5. Timothy High	8 <sup>th</sup> Grade	La Contenta Middle School	1 yr
6. Trinity Mecham	8 <sup>th</sup> Grade	La Contenta Middle School	
7. Luke Ilagan	9 <sup>th</sup> Grade	Yucca Valley High School	

8. Shanelle Banawa	9 <sup>th</sup> Grade	Yucca Valley High School	
9. Serenity Hill	9 <sup>th</sup> Grade	Yucca Valley High School	
10. Angel Rodriguez	9 <sup>th</sup> Grade	Yucca Valley High School	2 yr
11. Sarah Rodriguez	10 <sup>th</sup> Grade	Yucca Valley High School	1 yr
12. Madison Tuttle	10 <sup>th</sup> Grade	Yucca Valley High School	2 yr
13. Ashley Griswold	10 <sup>th</sup> Grade	Yucca Valley High School	
14. Randee Zeller	10 <sup>th</sup> Grade	Yucca Valley High School	
15. George Lewis	10 <sup>th</sup> Grade	Yucca Valley High School	Alt
16. Courtney Linzner	11 <sup>th</sup> Grade	Yucca Valley High School	2 yr
17. Zena Yakimow	11 <sup>th</sup> Grade	Yucca Valley High School	
18. Josiah Gouker	11 <sup>th</sup> Grade	Yucca Valley High School	
19. Liliana Murillo	11 <sup>th</sup> Grade	Yucca Valley High School	
20. Caitlin Rowe	11 <sup>th</sup> Grade	Yucca Valley High School	1 yr

Although not selected for this year’s Youth Commission, staff would like to thank Brooklyn Dougherty, Angelina Quirante, Abigail Proudfoot, Vianne Militar, Abigail Abalos, Tommy Cruz, Gabrielle Kanuch, Zoie Gianforte, Zoe Beers, Aurora Valdes, Rachel Kee, Blake Rowe, and Miranda Green for their interest in serving on the Commission this year.

**Recommendation:**

That the Parks, Recreation and Cultural Commission approve the 20 recommended candidates to the Youth Commission, and direct staff to forward the recommended appointments to the Town Council.

**Alternatives:**

Appoint an alternative list of applicants.

**Attachments:**

Youth Commission applications and supplemental materials are available for review at the Community Services office or upon request.



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

**To:** Members of the Parks, Recreation and Cultural Commission  
**From:** Sue Earnest, Community Services Manager  
Maureen Neely, Administrative Assistant III  
**Date:** October 6, 2016  
**For Commission Meeting:** October 11, 2016

**Subject:** Facility Use Request & Fee Waiver - Tender Loving Cause/Christmas (TLC)

**Recommendation:** That the Parks, Recreation and Cultural Commission consider the issue and make a determination regarding the request for facility use and a waiver of facility use fees.

**Prior Commission Review:** Annual

**Executive Summary:** Tender Loving Christmas (TLC) has requested use of community center facilities as well as a waiver of facility use fees for their annual free Christmas dinner event in December 2016.


**Order of Procedure:**

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

**Discussion:** The rental and use of public facilities is regulated by the Town’s adopted Facility Use Policy and incorporated fee schedule. By adopting the policy, the Council has made provisions for user groups to request use of Town facilities as well as a waiver or reduction in fees, and has established guidelines under which such requests should be considered.

The adopted Facility Policy states that Town building are available for public use from 9:00 am to 8:00 pm, Monday through Thursday, and 9:00 a.m. to 10:00 p.m. Friday and Saturday. Town buildings are not available for rented or reserved use on Sundays, Holidays, or closed hours unless specifically authorized by the Town Manager and/or Commission acting on behalf of the Council.

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

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

The policy guidelines authorize staff approval of waiver requests for: 1) activities or events that directly benefit the youth of the community, and/or 2) events that demonstrate substantial benefit to large numbers of community members at no charge, and/or 3) if the activity or event does not clearly meet either of the first two guidelines, it must be demonstrated that the service provided replaces the need for the Town to provide such services. In cases where the request does not fall clearly within the Council's guidelines for a waiver, the Parks, Recreation and Cultural Commission is authorized by Council to make a final determination on the matter.

**TLC Facility Request:** Tender Loving Christmas has requested facility use and a waiver of facility use fees for their annual free Christmas event. According to the applicant, everything for the event is 100% donated and 100% volunteer supported. Although this event could fall within the guidelines for a staff approval of the use of facilities and the waiver of fees, staff prefers to make the Commission aware of such a large scale event.

The annual Christmas event is free of charge to all Morongo Basin residents who may not have a better alternative for spending Christmas. Founder Mara Cantelo has stated that TLC provides several different services including a warm dinner, entertainment, clothes and gifts, all without charge for an expected attendance of 2,000+ Morongo Basin residents.

The event organizers have applied for use of the following:

1. Reserved use and fees/deposits waived for the Senior Center kitchen and the entire Community Center building starting on December 21st through the 24<sup>th</sup> for decorating and cooking; use of the buildings on December 25<sup>th</sup> for the event; and use of all facilities December 26<sup>th</sup> through 29<sup>th</sup> for clean-up, as well as use of tables and chairs.
2. Reserved use and fees/deposits waived of a small meeting room for 2-hour planning meetings on specified weeknights during the months of September, October, November and December.
3. Use of Town public safety cones and barricades at no charge as well as in-kind Town facility staff assistance.

**Policy Review and Considerations:**

The application represents a number of deviations from the Facility Policy for review and consideration.

- a) The requested times fall outside of the approved use of facilities including extended morning and evening hours and overnight use on December 24-25.
- b) For an event of this size, security services would be required for the event duration.
- c) Although the Facility Policy states that a deposit is required even when fees are waived, currently the applicant is not charged a deposit (to cover carpet cleaning, damage, etc.)
- d) The request would impact some Town enrichment classes which would be canceled to accommodate the use (estimated at 11 class sessions).

- e) The requested use covers a period of time that Town offices are closed, therefore requiring special staff shifts during employee holidays. The cost of this additional labor would not be recovered.
- f) The policy states that generally, no fee waivers or reductions will be granted on facility use on weekends or holidays.

**Alternatives:**

Based on previous Town Council direction and Commission action, the Commission may wish to consider the following action:

- A. Approve the TLC facility use request, including approval of priority use, extended hours, holiday, and weekend use provided that the applicant makes every effort to adhere to the confirmed schedule; approve the TLC facility use fee waiver request granting a waiver of 100% of all facility use fees and deposits; approve the requirement that the applicant provide event security during the Christmas Day event by contracting with the Sherriff's Department or Town approved security services; and approve the donation of in-kind Town support through Town sponsored event insurance coverage and facility staff labor.

Alternatively, the Commission may act to approve or deny the facility use and waiver request; or a partial reduction in fees.

**Fiscal impact:** Approval of the request would result in waiving approximately \$13,195 if all hourly fees were assessed according to the adopted fee schedule. Additionally, the Town will incur the costs related to providing the in-kind facility labor and insurance support. It is unlikely that the event would take place at Town facilities if the fees were assessed.

**Attachments:** Tender Loving Christmas Facility Rental Application  
Tender Loving Christmas Waiver Request Letter



September 2016

Dear Parks, Recreation and Cultural Commission Members

This year marks the 32nd year for the Tender Loving Christmas event. This event is free to any Morongo Basin resident who has nowhere to spend Christmas. I am requesting the use of the Town's facilities for this event. In the past years we have had approximately 2000+ residents come through the doors for this event.

We would like to use the Senior Center kitchen starting on December 23rd to start cooking. We also need use of the entire Community Center (all rooms, kitchen and courtyard area) 21<sup>nd</sup> – 27<sup>th</sup> working around any scheduled events. The event held 25<sup>th</sup> and clean up start on the night of the 25<sup>th</sup>.

Final clean up continuing on the 26<sup>th</sup> and removal of all Tender Loving Christmas items on the 29<sup>th</sup>.

We would also like to request the use of a small meeting room once a week for 2 hours each starting in September until December 2015.

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

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

Sincerely Yours,

*Mara Cantelo*

Mara Cantelo Co-Founder