

**TOWN OF YUCCA VALLEY
PARKS, RECREATION & CULTURAL COMMISSION
MINUTES**

TUESDAY, NOVEMBER 13, 2012

CALL TO ORDER by Chair Evans at 4:00pm

PLEDGE OF ALLEGIANCE led by Commissioner Jones

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

APPROVAL OF AGENDA

1. Action Motion: **Move to approve the agenda of the November 13, 2012 Parks, Recreation and Cultural Commission meeting.**

Move: Collins

2nd: Silver

Vote: 5-0-0-0

CONSENT AGENDA

2. **MINUTES OF PARKS, RECREATION & CULTURAL COMMISSION MEETING OF OCTOBER 9, 2012**

Recommendation: **Approve minutes as presented.**

3. **MUSEUM REPORT**

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

4. **RECREATION REPORT**

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

5. **YOUTH COMMISSINO REPORT**

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

All items listed on the consent calendar are considered to be routine or non-controversial matters. The items listed on the consent calendar may be enacted by one motion and a second. There will be no separate discussion of the consent calendar items unless a member of the Parks, Recreation and Cultural Commission or Town staff requests discussion on specific consent calendar items at the beginning of the meeting.

Action **Motion: Move to approve Consent Agenda items 2-5**

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

6. California Virtual Academies

Director Schooler introduced the item regarding a request for a waiver of fees for use of the facilities on several different dates. California Virtual Academy (CAVA) does student testing each year and for the last few years, the group has used Community Center rooms for that event. They have provided a schedule of the requested dates and times.

Representing the group, Lisa Westcott stated that the facility has worked out great has worked out well in the past for the testing. CAVA currently serves approximately 100 children in the local area.

Chair Evens asked if the room requirement has increased. Ms. Westcott replied that it hadn't, but they would like to use the larger room instead of smaller rooms on a few occasions to test more students at one time.

Action **Motion: Move to approve the waiver of facility use fees for California Virtual Academies in March, April and May 2013.**

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

7. Onaga Elementary School

Director Schooler reported on a request for the use and waiver of fees for Paradise Park Neighborhood Center.

Mr. Kyle Hannah, the principal of Onaga Elementary School, stated he would like to request the use of the building to hold interactive sessions with parents of students. He is hoping to build relationships with the parents in that neighborhood. Mr. Hannah has requested use of the building on four separate dates, each on a Thursday evening from 6:00pm to 8:00pm.

Action **Motion: Move to approve Onaga Elementary Schools waiver of facility use of Paradise Park Neighborhood Center on the four dates requested.**

 Move: Harman 2nd Collins Vote: 5-0-0-0

8. Morongo Basin Conservation Association

Director Schooler reported on a request for waiver of fees from Morongo Basin Conservations Association. Director Schooler introduced Claudia Sall who spoke in behalf of the facility use waiver request. Ms. Sall has requested a waiver of fees for the use of a small room for monthly meetings in 2013. She said the group (MBCA) is a non profit corporation whose mission is to advocate for a healthy desert environment that nurtures our rural character, cultural wealth and economic well-being.

Commissioner Harman mentioned that he noticed the applicant is not a resident of Yucca Valley. Ms. Sall stated that the group consists of members from all over the Morongo Basin. Chair Evans inquired if the group has spoke to Hi Desert Water District for room usage. Ms. Sall said yes, however they are restricted and cannot accommodate the 5pm to 7pm request. Vice Chair Collins appreciates the work that the organization does and states the commission should consider a three month waiver of fees, and revisit the request after the Facility Use Policy has been revised.

Action

Motion: Move to approve a waiver of fees for December 2012, January 2013 and February 2013

Move: Jones

2nd Silver

Vote: 5-0-0-0

9. Morongo Basin Amateur Radio Club

Director Schooler introduced a waiver of fees item from Morongo Basin Amateur Radio Club (ARES). The group has requested a waiver of fees for a small room on a monthly basis. Mr. Campbell, a representative of the group, stated the group is made up of volunteers that are radio amateurs engaged in emergency communication for the Town and local events as needed.

Action

Motion: Move to approve a waiver of fees for December 2012, January 2013 and February 2013

Move: Collins

2nd Jones

Vote: 5-0-0-0

10. Park naming Policy

Director Schooler opened discussion on a Park Name recommendation. Staff has worked on a criteria and procedures for naming park facilities. The commission forwarded a policy recommendation back in September to council for review. Council adopted the policy as recommended later that month.

Director Schooler noted that November 1st was the closing of the 30-days proposal period. A total of 78 unique park names were proposed by more than 100 residents. Members of the public provided input:

Jean Essig spoke on behalf of naming the park after Norm Essig
Bob Dunn spoke in favor of naming the park after Norm Essig
Mae Fox spoke in favor of naming the park after Norm Essig

Following review and discussion, the Commission agreed to forward the following three names for Town Council consideration:

- Norm Essig Park for a person
- Sky Harbor Park for feature
- Sky View Park for location

Action Motion: **Move to forward three names for consideration to Town Council. Norm Essig Park, Sky View Park and Sky Harbor Park.**

Move: Collins

2nd Jones

Vote: 5-0-0-0

11. Facility Use Policy

Director Schooler reported that in the management of Town facilities, staff encounters issues with the public that are not fully addressed in the Town's Facility Use Policy. The policy was last amended by the Town Council in March, 2011.

Director Schooler asked for Commission input on several issues. Additional provisions of the policy will be presented for review at subsequent Commission meetings. Staff anticipates a recommendation to amend the Facility Use Policy and/or Parks Use Ordinance within the next 60 to 90 days.

Staff has come up with item that need addressing for change and /or clarification:

1. **Issue:** The current guidelines for granting building use fee waivers do not set any limits, either in hours of use or dollar amount. Some user groups reserve more dates and time than actually needed, with no downside because fees are waived. This restricts the ability to provide space for other groups.
Staff Recommendation: Require user groups to pay normal rates for building use in excess of 20 hours of waived use in a calendar year.
Alternative Recommendation: Require user groups to pay normal rates for building use after \$500 in waived use in a calendar year.
Commissioners favored both recommendations "which ever comes first".
2. **Issue:** Facility maintenance staff is frequently scheduled for work on Saturdays only to accommodate the meetings or activities of groups that have been granted fee waivers. With

staff and budget limitations, this impacts scheduling and creates expense with no corresponding revenue.

Staff Recommendation: Limit building use fee waivers and reductions to Monday through Friday use, excluding holidays.

3. **Issue:** While the current policy sets facility use fees and damage deposits, it is silent regarding the collection of a damage/cleaning deposit from groups that are granted fee waivers. Some of these groups are known to leave a considerable mess when they leave the room.

Staff Recommendation: Require damage /cleaning deposits from all groups, even if use fees are waived or reduced. Immediately notify groups of problems that warrant the forfeiture of deposits, and collect another deposit before any further use.

4. **Issue:** On occasion, a user group stays beyond the contracted time. This can adversely affect work schedules when the room needs to be prepared for subsequent users or when staff must stay beyond the scheduled shift to clean up and close the building.

Staff Recommendation: All deposits are forfeited if the group stays past the contracted time.

5. **Issue:** Some individuals bring their pets (sometimes dogs off-leash) into the buildings to accompany them when they attend an activity or conduct other business. Many patrons are annoyed or feel threatened. Some dog owners claim that their pets are “service”, “companion” or “assistance” dogs, but such designation is frequently ill-defined.

Staff Recommendation: Strengthen the policy/ordinance language to only permit seeing-eye dogs, on-leash, in Town buildings.

Commissioners stated that the statement “or with the Director’s permission” should be added to this recommendation

6. **Issue:** From time to time, individuals or groups schedule activities on Town parks for the purpose of private financial gain (dog classes, exercise classes, sports tournaments, etc.) often without requesting permission to reserve space for the activity. In some cases, space is reserved but the intent is misrepresented. In these cases, public facilities are used for private gain.

Staff Recommendation: Propose an amendment to the Parks Ordinance so that private use of Town parks for private gain is prohibited.

7. **Issue:** Various organizations apply to use Town maintained facilities for fundraising events. Many of these applicants request a waiver of the normal fees associated with reserved use of facilities or fields. Reserved use precludes public access to the facility for the duration of the fundraiser, and additional maintenance is often required.

Staff Recommendation: Specify that qualifying user groups (non-profits) conducting fundraising tournaments, clinics or other peripheral events must pay associated usage fees and the organization must receive 100% of the earned funds from event. Otherwise, the

event will be considered a private commercial use of Town parks for private gain and will be prohibited.

Alternative Recommendation: Limit the number of fundraising events in Town facilities to one event per qualifying organization per year.

Commissioners agree with the first staff recommendation

8. **Issue:** Situations have occurred where a user group that has reserved a Town facility or park area for a block of time grants permission to another group to use some of that time. Public access is therefore limited and use is controlled by others. Town staff is typically unaware of the arrangement and has difficulty enforcing established priorities.

Staff Recommendation: Prohibit assigning or subletting facilities; groups doing so will forfeit current and future fee waivers or reductions.

9. **Issue:** Various park users enhance their events with water activities including dunk tanks, water slides and water balloons, often without asking for permission to do so. Not only does this require water from the park faucets, but frequently creates a dangerous situation for park users. Also, such activities negatively impact the turf areas.

Staff Recommendation: Prohibit these water activities on Town parks unless used in conjunction with a Town activity or event.

10. **Issue:** Some park users apply markings to turf areas to delineate boundaries for various sports. Some methods are problematic in terms of their effect on the turf.

Staff Recommendation: Prohibit the use of certain methods (chalking, burning, etc.) when marking Town fields for sporting or other activities.

Commissioners suggested including what materials are acceptable for use on the fields.

STAFF INFORMATION ITEMS

None this time

PUBLIC COMMENT

None

COMMISSIONER REPORTS AND COMMENTS

1. Commissioner Silver: Commissioner Silver none

2. Commissioner Jones: Commissioner Jones none

3. Commissioner Harman: Commissioner Harman gave thanks to Jim Schooler and Maureen Randall for all the help with Lobos Football. He presented Director Schooler with a plaque of appreciation.

4. Chair Collins: Vice Chair Collins none

5. Chair Evans: Chair Evans mentioned the Youth Commission video on You Tube is very well done. The opening of the new park in October was great.

ANNOUNCEMENTS

The next regularly scheduled meeting of the Parks, Recreation and Cultural Commission will be on Tuesday, December 11, 2012 at 4:00pm in the Joshua Tree Room of the Yucca Valley Community Center.

FUTURE AGENDA ITEMS

Facility Use Policy

ADJOURNMENT

Chair Evans adjourned the meeting at 5:18 pm

Respectfully submitted,

Maureen S. Randall, PRCC Secretary
Community Services Department