

PARKS & RECREATION COMMISSION  
TEMPLE CITY, CALIFORNIA

MINUTES

NOVEMBER 16, 2011

**INITIATION:**

**1. CALL TO ORDER:**

Pursuant to the agenda posted on November 10, 2011 Chairman Arrighi called the meeting of the Parks & Recreation Commission to order at 7:30 p.m. on Wednesday, November 16, 2011

**2. ROLL CALL:**

PRESENT: Commissioners Miller, Vigil, and Arrighi

ABSENT: Vice-Chairman Fish

ALSO PRESENT: Director Burroughs  
Parks and Recreation Coordinator Koski  
Community Services Specialist Rodriguez

Chairman Arrighi moved to excuse Commissioner Fish for cause, seconded by Commissioner Miller and unanimously approved.

**3. PLEDGE OF ALLEGIANCE:** Led by Chairman Arrighi

**4. PUBLIC COMMENTS NOT LISTED ON THE AGENDA:** None

**5. CONSENT CALENDAR:**

Commissioner Vigil moved to approve the Consent Calendar, seconded by Commissioner Miller and unanimously approved.

**A. APPROVAL OF MINUTES – Regular Meeting of October 19, 2011**

Commission approved the minutes of the regular meeting of October 19, 2011

**B. MONTHLY ATTENDANCE/ACTIVITY REPORTS**

Commission received the Attendance/Activity Reports for the month of October 2011

**C. MONTHLY REPORT ON SHERIFF'S DEPARTMENT ACTIONS AT LIVE OAK PARK AND TEMPLE CITY PARK**

Commission received reports from the Parks & Recreation Department regarding Sheriff's Department actions at Live Oak Park and Temple City Park for the month of October 2011

**6. UNFINISHED BUSINESS:**

**A. CONTINUED DISCUSSION REGARDING FEES AND CHARGES FOR PARKS AND RECREATION PROGRAMS AND FACILITY RENTALS**

Director Burroughs presented the information as outlined in the staff report dated November 16, 2011. She stated that notices were posted at City facilities announcing the public meeting to discuss fee increase of City recreation programs. Per the Commission's direction at the October 19 meeting, staff reviewed and submitted a revised Proposed Fee Schedule with changes to the following fees: administrative fee, Teen Zone school year with transportation and teen dances. Staff did not recommend changes to facility rental fees. She reviewed staff's recommended definition of local non-profit organizations as *"local non-profit organization is defined as a 501(c) (3) that has a permanent mailing address in Temple City, a permanent meeting location in Temple City, or has 51% or more members that are Temple City residents."*

Chairman Arrighi stated the Kiwanis Club of Temple City does not have a regular meeting location in Temple City.

Director Burroughs responded the permanent Temple City mailing address for the Kiwanis would qualify the club as local non-profit.

Mike Wintercorn, President TCASA said the league has a Post Office Box mailing address in Temple City only. They are willing to pay fees for use of the facility at Live Oak Park, however if they have to pay each time they meet for a board meeting, it may get costly.

Director Burroughs stated that criteria could be added since addresses can change with the change of the board.

Commissioner Vigil moved to continue for further discussion of the fees to the next regularly scheduled meeting, seconded by Commissioner Miller and unanimously approved.

Director Burroughs stated staff is recommending a hardship policy and/or payment plan be considered for recreation programs in cases of extreme financial hardship. Staff is recommending the following payment policy be adopted: *"Fees for all recreation programs are required to be paid in full prior to participation in any fee based City-sponsored program. In cases of extreme hardship, payment plans may be approved by the Director on a case-by-case basis. In cases where payment plans are authorized, full payment must be received by the mid-point of the program or participant*

*will be dropped from the program and all fees paid will be retained by the City. Extreme hardship cases will only be considered to meet an immediate need. Family must provide a request in writing clearly stating the need for both the desired program and reasons why all fees cannot be paid prior to the start of the program.”*

Director Burroughs stated the entire fee must be paid at the mid-point to avoid being dropped from the program with no refund. All requests must be in writing and show an immediate need.

Commissioner Miller asked if other funding sources are available that would give those families in extreme need a full waiver of the fees. She asked if proof of income would be required if applying as a hardship case for the City's Tiny Tot class.

Director Burroughs replied no other funding sources are available at this time. The City currently subsidizes the recreation programs through the General Fund. Proof of income would be required in all hardship cases.

Greg Sahatjian, resident of Arcadia asked if the City has other options for payments at this time since the Youth Scholarship Program is currently not available.

Director Burroughs stated the payment/hardship policy being considered tonight by the Commission requires City Council approval. The policy would likely not be in place until after the first of the year. In the meantime, she suggested he apply for the Youth Scholarship Program with the hope that funds will be available soon.

Commissioner Vigil moved to continue the item to the next regularly scheduled meeting, seconded by Commissioner Miller and unanimously approved.

Director Burroughs stated staff will provide a proposed refund policy at the next Commission meeting.

**7. NEW BUSINESS:**

**A. REVIEW OF SENIOR CITIZEN ACTIVITIES**

Community Services Specialist Rodriguez presented a brief overview of senior programming.

Commissioner Miller asked if seniors are coming to the facility to use the pool tables.

Community Services Specialist Rodriguez stated ping pong is more popular among the seniors.

Commissioner Vigil asked what means are being taken to advertise senior programs and if there are more resident or out of city seniors participating in the offered programs.

Community Services Specialist Rodriguez replied programs are advertised through the City's quarterly newsletter and press releases adding that word of mouth has helped.

Chairman Arrighi thanked Community Services Specialist Rodriguez for a good presentation.

Director Burroughs stated he has been doing a great job and is looking forward to expanding senior programs.

Commissioner Vigil moved to receive and file the Senior Citizen Activity report, seconded Commissioner Miller and unanimously approved.

**8. COMMUNICATIONS:** None

**9. ADDITIONAL ORAL COMMUNICATIONS FROM THE AUDIENCE:** None

**10. MATTERS FROM CITY OFFICIALS:**

**A. PARKS AND RECREATION DIRECTOR'S REPORT**

Director Burroughs reviewed upcoming winter special events.

Director Burroughs reported Councilmember Sternquist gave a presentation on Pine Park in Maywood and the Council has requested the Commission look at forging a relationship with the Trust for Public Lands.

Director Burroughs stated two ad hoc committees will be established. At the request of Councilmember Sternquist, Chairman Arrighi and Vice-Chairman Fish have been asked to serve on the Pocket Park/Trust for Public Land ad hoc. Commissioners Miller and Vigil agreed to serve on the Transportation Ad Hoc.

Director Burroughs thanked staff and volunteers for helping with the fall events.

Commissioner Vigil moved to receive and file the Director's Report, seconded by Commissioner Miller and unanimously approved.

**11. COMMISSION ITEMS SEPARATE FROM THE REGULAR AGENDA:**

**A. VICE-CHAIRMAN FISH**

- B. COMMISSIONER MILLER stated she will attend the health fair and wished everyone a Happy Thanksgiving.
- C. COMMISSIONER VIGIL wished all in attendance a Happy Thanksgiving.
- D. CHAIRMAN ARRIGHI thanked staff for the success of the Halloween Carnival. He attended the Pine Park event in Maywood and said he was impressed with how the residents have taken ownership of the park. Chairman Arrighi stated the Youth Committee is very active and engaged. He wished everyone a Happy Thanksgiving.

Director Burroughs presented a short slide show of the Pine Park Project.

**12. ADJOURNMENT:**

There being no further business, it was moved by Chairman Arrighi and seconded by Commissioner Miller that the meeting be adjourned to the next regular meeting of the Parks and Recreation Commission to be held on December 21, 2011 at 7:30 p.m. in the Council Chambers, 5938 North Kauffman Avenue, Temple City. Chairman Arrighi adjourned the meeting at 8:20 p.m.

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Chairman Arrighi

ATTEST:

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Secretary