

PARKS & RECREATION COMMISSION
TEMPLE CITY, CALIFORNIA

MINUTES

JANUARY 18, 2012

INITIATION:

1. CALL TO ORDER:

Pursuant to the agenda posted on January 12, 2012 Chairman Arrighi called the meeting of the Parks & Recreation Commission to order at 7:30 p.m. on Wednesday, January 18, 2012

2. ROLL CALL:

PRESENT: Commissioners Fish, Miller, Vigil, Wong and Arrighi

ALSO PRESENT: Director Burroughs
Parks & Recreation Coordinator Manzo-Pimentel
Parks & Recreation Coordinator Koski

3. PLEDGE OF ALLEGIANCE: Led by Chairman Arrighi

4. PUBLIC COMMENTS NOT LISTED ON THE AGENDA:

John Lira, resident asked the Commission to consider restricting the practice by youth sports organizations that utilize the facilities at Live Oak Park to use physical activity (i.e. running laps, running in place, pushups) as punishment. He has spoken with presidents from TCAYSO, TCALL who are in agreement to restrict the practice for children. He is asking for assistance to have positive practices for leagues that use the parks.

Commissioner Miller asked Mr. Lira to clarify if the physical activity was presented as discipline or punishment.

Mr. Lira replied that children of that age do not understand the difference.

Director Burroughs stated per the request of the Commission this item will be on the next meeting's agenda.

Joey Castillo, resident asked the Commission to address the issue of smoking at Live Oak Park including illegal substances. The basketball courts are not available for outside play, the restrooms near the courts are closed prior to 10 p.m. or not open all day.

Director Burroughs stated in addition to staff she asked that any persons in the park viewing illegal activities call the Sheriff Department as well.

5. CONSENT CALENDAR:

Commissioner Fish moved to approve the Consent Calendar, seconded by Commissioner Wong and unanimously approved.

A. APPROVAL OF MINUTES – Regular Meeting of November 16, 2011

Commission approved the minutes of the regular meeting of November 16, 2011

B. MONTHLY ATTENDANCE/ACTIVITY REPORTS

Commission received the Attendance/Activity Reports for the months of November and December 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 months of November and December 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 January 18, 2012. Director Burroughs stated staff did not recommend changes to facility fees.

She asked for discussion on the definition for local non-profit organizations. Staff's recommended definition was: *"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 (other than a City-owned facility), or has 51% or more members that are Temple City residents."*

Chairman Arrighi suggested the definition ...that has a permanent mailing address in Temple City OR a permanent meeting location in Temple City as verified by staff..."

Director Burroughs said all local non-profit organizations have to be a recognized 501 (c)(3) organization. Those that qualify under this definition would pay a \$25 fee per use and be restricted to the small rooms in the Community Center.

Director Burroughs reviewed the changes to the Cost of Services Study Fees highlighting adjustments including an Administrative Fee, reduction in Teen Zone School Year with Transportation fee and slight increase to the Teen Dance fee. Staff recommends offering a reduced monthly fee for STARS Club for those needing the program 2 days or less per week. That fee would be \$50 per month. Staff also recommends a fee for STARS Club on non-school days. The program would be held at Live Oak Park only, require pre-registration and a \$25 fee payable in advance. The option would benefit those families that are in need of part-time child care and those that need child care on school free days only.

Vice-Chairman Fish moved to approve the Cost of Services Study for fees and definition for local non-profit organizations, seconded by Commissioner Wong and unanimously approved.

Director Burroughs asked the Commission to consider a payment policy for those families that experience an extreme financial hardship. Staff would develop an application whereby the applicant would supply any type of document they deemed necessary to support the need for consideration of extreme financial hardship.

Commissioner Miller asked if all fees could be waived for extreme hardship cases and suggested using languages other than "financial hardship."

Director Burroughs said the basis for this option should be viewed as a limited use and staff is not recommending waiving fees in their entirety.

Chairman Arrighi suggested adding wording that would name a "designee" to approve applications should the director not be available.

Commissioner Vigil clarified that those that qualify for the Youth Scholarship Program would also be able to apply for payment plan option.

Commissioner Miller suggested "financial stress" instead of extreme hardship.

John Lira, resident suggested program participation may have declined with the change in the economy and offering payment plans for low income families would be beneficial.

Director Burroughs said the Youth Scholarship Program provides financial assistance for City based programs and the Camellia Trust Fund is available for residents that are looking at non-city based programs.

Vice-Chairman Fish moved to adopt staff's recommended payment policy, with the addition of "or designee" allowing payment plans for fee based

recreation programs in extreme hardship, seconded by Commissioner Wong and unanimously approved.

Director Burroughs reviewed the Proposed Refund Policy which includes cancellation policy for Facility Rentals, Adult Excursions, Fee & Charge Classes, Youth Sports Programs, STARS Club & Teen Zone Programs and additional cancellation policies for all programs. Full refunds may be granted under some circumstances on a case-by-case basis by the Director. In addition, any program that is cancelled by the City, a full refund will be given and will not include the \$10 cancellation fee. Director Burroughs stated all requests for refunds are generated by the applicant.

Chairman Arrighi suggested adding a disclaimer to the Refund Policy that all refunds will be made within a reasonable amount of time in accordance with City policy. He suggested including a force majeure clause.

Commissioner Miller moved to approve the Proposed Refund Policy for facility rentals and recreation programs to the City Council, seconded by Vice-Chairman Fish and unanimously approved.

Director Burroughs stated staff will recommend implementation to begin as of July 1, 2012 for facility rentals and any summer programs would be subject to the new fees. If facility has been reserved and fees paid, those reservations are exempt.

Vice-Chairman Fish moved to approve the implementation of fees for facility rentals as recommended by staff, seconded by Commissioner Wong and unanimously approved.

7. **NEW BUSINESS:** None
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 thanked all involved for support of Lights on Temple City, the Youth Committee Clean-Up Day and the Senior Lunch Program. She thanked Frances Manzo-Pimentel and staff for a great job at the Camellia Festival Play Day. Lunar New Year, Year of the Dragon will be celebrated on Saturday, February 4 from 1:30 – 4 p.m. at Temple City Park.

The Pocket Pack ad hoc meeting with the Trust for Public Land representatives is scheduled for Thursday, January 19.

Director Burroughs welcomed newly appointed Commissioner Matthew Wong.

Commissioner Wong 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 welcomed Commissioner Wong. Stated she is looking forward to meeting with the Trust for Public Land representatives and thanked staff for the great job at the Camellia Festival Play Day.
- B. COMMISSIONER MILLER welcomed Commissioner Wong. She attended the public Dial-A-Ride meeting stating it was very informative and appreciated the responses from those in attendance.
- C. COMMISSIONER VIGIL welcomed Commissioner Wong. She enjoyed Lights on Temple City and the Holiday Home Decorating judging. She attended the public meeting for Dial-A-Ride and felt there was great feedback from those in attendance.
- D. COMMISSIONER WONG stated he looks forward to working with the Commission.
- E. CHAIRMAN ARRIGHI concurred with all Commissioners and welcomed Commissioner Wong. He thanked staff for all the great programs offered for the community. The Youth Committee toured Athens Recovery Center and looks forward to future tours.

Director Burroughs thanked Parks & Recreation Coordinators Koski and Manzo-Pimentel and their support staff for their hard work during the cleanup from the windstorm. The tree crew and park maintenance staff are continuing to follow up on tree service calls.

Chairman Arrighi said a public participation hearing will take place at TCHS regarding the wind storm response by Edison on January 26.

12. ADJOURNMENT:

There being no further business, it was moved by Chairman Arrighi and seconded by Vice-Chairman Fish that the meeting be adjourned to the next regular meeting of the Parks and Recreation Commission to be held on February 15, 2012 at 7:30 p.m. in the Council Chambers, 5938 North Kauffman Avenue, Temple City. Chairman Arrighi adjourned the meeting at 8:58 p.m.

Chairman Arrighi

ATTEST:

Secretary