

PARKS & RECREATION COMMISSION
TEMPLE CITY, CALIFORNIA

MINUTES

OCTOBER 19, 2011

INITIATION:

1. CALL TO ORDER:

Pursuant to the agenda posted on October 13, 2011 Chairman Arrighi called the meeting of the Parks & Recreation Commission to order at 7:30 p.m. on Wednesday, October 19, 2011

2. ROLL CALL:

PRESENT: Commissioners Fish, Miller, Vigil, and Arrighi

ALSO PRESENT: Director Burroughs

3. PLEDGE OF ALLEGIANCE: Led by Chairman Arrighi

4. PUBLIC COMMENTS NOT LISTED ON THE AGENDA: None

5. CONSENT CALENDAR:

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

A. APPROVAL OF MINUTES – Regular Meeting of September 21, 2011

Commission approved the minutes of the regular meeting of September 21, 2011

B. MONTHLY ATTENDANCE/ACTIVITY REPORTS

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

6. UNFINISHED BUSINESS: None

7. NEW BUSINESS:

- A. REQUEST FROM THE KIWANIS CLUB OF TEMPLE CITY FOR CONSIDERATION OF A FEE WAIVER FOR RESERVED USE OF LIVE OAK 2 AND 3 AT THE LIVE OAK PARK COMMUNITY CENTER FOR A CHILDREN'S CHRISTMAS PARTY ON DECEMBER 21, 2011

Director Burroughs presented the information as outlined in the staff report dated October 19, 2011. The applicant has notified staff to adjust date of the event to December 20. Approximately 40 girls from Maryvale residential facility in Rosemead are expected to attend. Staff recommends approval of the request.

No representative from Kiwanis was in attendance.

Commissioner Miller moved to approve the request from the Kiwanis Club of Temple City for reserved use of Live Oak 2 and 3 at the Live Oak Park Community Center and for a waiver of the fees for a children's Christmas party on December 20, 2011, seconded by Commissioner Fish and unanimously approved.

- B. RECOMMENDATIONS FROM THE FEE SCHEDULE ASSESSMENT AD HOC COMMITTEE REGARDING FEES AND CHARGES FOR PARKS AND RECREATION PROGRAMS AND FACILITY

Director Burroughs presented the information as outlined in the staff report dated October 19, 2011. Director Burroughs said staff and ad hoc committee members Commissioners Fish and Vigil met to discuss fees for the parks and recreation programs and facilities. In addition, the ad hoc committee will work on the development of a refund policy and hardship waiver policy and will present its recommendations to the Commission at a later date.

Director Burroughs reviewed the Cost of Service Study – existing and proposed fees including an administrative fee. Director Burroughs provided a brief explanation of all proposed fees for Fee & Charge classes, excursions, Teen Zone, teen dances, STARS Club, Youth and Sport programs, Super STARS Drill Team and two special events, Dining Under The Stars and Camp-A-Palooza. She added that staff may look at options for sponsorships for special events such as the Halloween Carnival and the summer concert series in the future.

Chairman Arrighi said the proposed transportation fee for Teen Zone and Winter Camp are significant and suggested a reduction for the first year.

Director Burroughs said any fee increase must be adopted by a resolution of the City Council. A hardship policy may be established for lower income families and at this time payment plans are not allowed without a written policy in effect.

Chairman Arrighi suggested increasing the “at the door” charge for teen dances which may provide an incentive to pay in advance.

Commissioner Miller concurred with Chairman Arrighi regarding the proposed Teen Zone fees.

Director Burroughs said the City Council will determine the effective date for any fee increases.

Chairman Arrighi said staff should provide notification of fee increases and suggested a “campership scholarship” for lower income families.

Director Burroughs said notification to attend a commission meeting can be posted for the public at City facilities. New fees may not take effect until July 1, 2012.

Commissioner Miller said she has concerns the increase of fees may eliminate some families from participating in City programs.

Campership scholarship can be applied for once a policy is approved.

Director Burroughs said the Youth Scholarship Program is available through CDBG funding however the city of El Monte does not qualify as a city in the 5th district and is not eligible. Funds for the Youth Scholarship Program have been suspended by CDC.

Chairman Arrighi asked if the City Council could provide funds from other sources until the program is available.

Director Burroughs stated staff may recommend to the City Council a subsidy until funds are available. She added the Camellia Trust Fund is available to Temple City residents for non-city programs.

Director Burroughs reviewed the Cost of Services Study – Facilities including rental of the Performing Arts Pavilion and rental of the Community Center at Live Oak Park. A city survey was completed. No changes were recommended to the Performing Arts Pavilion fees. Director Burroughs reviewed proposed fees for meeting/assembly use, dining/banquet use, with additional fees for use of the kitchen, stage, pa system.

Chairman Arrighi asked if groups requesting a waiver of fees would be eliminated as an option.

Director Burroughs replied no, however each request would be considered by the Commission on a case by case basis.

Chairman Arrighi stated written criteria (policy/procedure) for fee waivers should be developed including a disclaimer and non-discrimination clause. He added a revised form should incorporate all info or necessary attachments that would provide clarity for the applicant, such as initialing a "read and received" statement, deposit is refundable, required cell phone number and a printed and signature line.

Commissioner Miller asked about exceptions for church applications.

Director Burroughs said applicants including churches must be non-profit to qualify with no special exceptions.

Director Burroughs said there currently are no fees charged to reserve certain areas of the park. She stated reserved use of the outside grass areas of either park are not covered under the policies and any such requests would need to be brought before the Commission. A flat rate or other option for outside reserved use will be discussed later.

Commissioner Miller asked that all outside users of the park facilities are treated fairly and consistently.

Vice-Chairman Fish moved to table item 7B to the November 16 meeting requesting staff provide additional information and to post notices for a public hearing at the City facilities regarding a public hearing to look at fee increases, seconded by 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 events including the rededication of the Temple bronze bust at the Fall Festival, the Costume Ball Jr. High Dance and the Halloween Carnival.

Director Burroughs asked the commissioners to check with the City Clerk regarding the Ethics training set for November 3.

On behalf of Councilmember Sternquist, Director Burroughs provided the Commission with information on the grand opening of the Pine Avenue Park.

Vice-Chairman Fish moved to receive and file the Director's Report, seconded by Commissioner Vigil and unanimously approved.

11. COMMISSION ITEMS SEPARATE FROM THE REGULAR AGENDA:

- A. VICE-CHAIRMAN FISH thanked Commissioner Olivas for her contribution to the Commission.
- B. COMMISSIONER MILLER welcomed new staff member Jesus Calderon.
- C. COMMISSIONER VIGIL
- D. CHAIRMAN ARRIGHI thanked Director Burroughs for attending the Kiwanis Club meeting and for providing an overview of the Parks & Recreation department.

Chairman Arrighi said the new members of the Youth Committee are active and engaged and would like to see them bring back items to the Parks & Recreation Commission and City Council.

Director Burroughs said one suggestion would be to hold a youth forum and to hold a teen event by the Youth Committee. Members were asked to get involved in the Rosemead Blvd. meeting.

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 November 16, 2011 at 7:30 p.m. in the Council Chambers, 5938 North Kauffman Avenue, Temple City. Chairman Arrighi adjourned the meeting at 8:38 p.m.

Chairman Arrighi

ATTEST:

Secretary