

PARKS & RECREATION COMMISSION  
TEMPLE CITY, CALIFORNIA

MINUTES

JULY 15, 2009

**INITIATION:**

**1. CALL TO ORDER:**

Pursuant to the agenda posted on July 9, 2009, Chairman Fish called the meeting of the Parks & Recreation Commission to order at 7:30 p.m. on Wednesday, July 15, 2009

**2. ROLL CALL:**

PRESENT: Commissioners Arrighi, Goad, Miller, Olivas and Fish

ALSO PRESENT: Director Burroughs

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

**REORGANIZATION OF COMMISSION:**

Director Burroughs declared nominations open for Chairman and Vice-Chairman for the ensuing year 2009-2010.

Commissioner Arrighi nominated Commissioner Goad as Chairman, seconded by Commissioner Olivas. Commissioner Goad nominated Commissioner Arrighi as Chairman, seconded by Commissioner Fish. Chairman Fish moved to close nominations for Chairman and called for a roll call vote for Commissioner Goad as Chairman.

Commissioner Arrighi	yes
Commissioner Goad	yes
Commissioner Miller	yes
Commissioner Olivas	yes
Chairman Fish	no

Commissioner Goad was appointed as Chairman for fiscal year 2009/2010.

Commissioner Arrighi nominated Commissioner Olivas as Vice-Chairman, seconded by Commissioner Goad. Commissioner Fish nominated Commissioner Arrighi as Vice-Chairman, seconded by Commissioner Olivas. Chairman Goad moved to close nominations for Vice-Chairman and called for a roll call vote for Commissioner Olivas as Vice-Chairman.

Commissioner Arrighi	yes
Chairman Goad	yes
Commissioner Miller	no
Commissioner Olivas	yes
Commissioner Fish	no

Commissioner Olivas was nominated as Vice-Chairman for fiscal year 2009/2010.

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

**5. CONSENT CALENDAR:**

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

**A. APPROVAL OF MINUTES – Regular Meeting of June 17, 2009**

Commission approved the minutes of the regular meeting of June 17, 2009

**B. MONTHLY ATTENDANCE/ACTIVITY REPORTS**

Commission received the Attendance/Activity Reports for the month of June 2009

**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 June 2009

**6. UNFINISHED BUSINESS:**

**UPDATE ON CAPITAL IMPROVEMENT PROJECTS AT LIVE OAK PARK**

Director Burroughs stated construction of the new multipurpose teen facility is well underway. The parking lot is closed due to trenching for phones and computers lines.

Commissioner Arrighi moved to receive and file Item 6A, seconded by Commissioner Fish and unanimously approved.

**7. NEW BUSINESS:**

- A. REQUEST FROM GLOBAL REVIVAL CENTER/OASIS WOMEN CENTER FOR CONSIDERATION OF A FEE WAIVER FOR RESERVED USE OF THE LIVE OAK PARK COMMUNITY CENTER ON SEPTEMBER 19, 2009

Director Burroughs presented the information as outlined in the staff report dated July 15, 2009. She stated the event attendance is estimated at 50. Staff recommends the fee and deposit waiver request be denied as set fees are reasonable for this request. No representative from the organization was present.

Commissioner Fish moved to deny the request from Global Revival Center/Oasis Women Center for a fee waiver for reserved use of the Live Oak Park Community Center on September 15, 2009 seconded by Commissioner Arrighi unanimously approved.

- B. REVIEW OF CONCESSION STAND AGREEMENT

Director Burroughs provided Commissioners with additional notes submitted by Commissioner Arrighi to the Agreement and Conditions for use of the Concession Stand. She stated an update of the agreement is necessary ensuring compliance with health department regulations. She added the majority of the equipment in the concession stand is City owned. She reviewed recommendations by staff highlighted in red adding the focus of the changes are in the areas of maintenance and repair as well as allowed age of persons in the concession stand. She stated Commissioner Arrighi suggested adding an indemnity clause and compliance to health department regulations to the agreement.

Mike Wintercorn, Temple City ASA asked that the following be considered and/or clarified: 1) what equipment comes with the snack bar, 2) contact person and phone number for facility repairs and health code compliance, 3) installation of voice speaker for order windows, 4) additional outlets near the fryers, windows and ice machine.

Mr. Wintercorn asked permission to bolt shelves on the wall in the storage room and suggested a "can do" list including a contact name and number to be posted in the concession stand. He stated TCASA allows only persons that are 16 years of age or older in the snack bar.

Director Burroughs stated yes, they can bolt shelves in the storage room. She reminded the Commission that the building was designed with input from each organization and is not sure if the glass windows could be compromised to accommodate speakers.

Commissioner Miller asked if extra plugs could pose a fire hazard.

Director Burroughs replied yes.

Commissioner Arrighi asked if TCASA received a copy of the draft agreement.

Mr. Wintercorn replied the league president received a copy.

Joe Lopez, TCASA said they are learning new ways to use the snack bar and asked for consideration of additional circuits in the middle of the snack bar or on the ground and one additional plug by the soda machine.

Commissioner Olivas suggested a policy and procedure guidelines be posted in the concession stand.

Director Burroughs stated Health Department codes were reviewed with each organization.

Commissioner Arrighi asked who is responsible to maintain the fire extinguishers.

Director Burroughs replied the City.

Director Burroughs suggested adding to the agreement that power strips and extension cords be used properly.

Commissioner Fish asked if inspections of the concession stand should be done at the start of the season.

Director Burroughs suggested including in the agreement *"City has the right to inspect the facility at any time"*.

Director Burroughs said formal inspections are not done during the middle of the season.

Chairman Goad asked to set a meeting with the organizations to review the policies of the concession stand.

Commissioner Arrighi requested staff contact a glass company to see if the glass windows can be cut without compromising the glass and to install a screen.

Commissioner Arrighi moved to request staff to adopt all suggestions to the Agreement and Conditions for use of the Concession Stand for review by the City Attorney and bring back to the Commission at the next meeting, seconded by Commissioner Fish and unanimously approved.

C. REVIEW OF RESOLUTION NO. 09-4599 ADOPTING RULES OF ORDER

Director Burroughs presented the information as outlined in the staff report dated July 15, 2009. She asked the Commission to review Resolution No. 09-4599 and to adopt the rules of order.

Commissioner Arrighi moved to receive and file Item 7C, seconded by Commissioner Fish and unanimously approved.

D. REVIEW OF SECTION 2607 OF THE TEMPLE CITY MUNICIPAL CODE RELATIVE TO THE DUTIES OF THE PARKS AND RECREATION COMMISSION

Director Burroughs presented the information as outlined in the staff report dated July 15, 2009. Duties of the Parks and Recreation Commission under Section 2607 were reviewed.

Commissioner Arrighi moved to receive and file Item 7D, seconded by Vice-Chairman Olivas.

**9. COMMUNICATIONS: None**

**10. ADDITIONAL ORAL COMMUNICATIONS FROM THE AUDIENCE:**

Councilmember Sternquist stated that all inspections of the concession stand should be done by City staff. She thanked Commissioner Fish for an excellent job as Chairman and Director Burroughs and Administrative Coordinator Ingram for doing a great job. Councilmember Sternquist congratulated TCASA on the success of their season and asked the Commission to consider suggestions by the organizations to make the concession stand a more usable facility.

**11. MATTERS FROM CITY OFFICIALS:**

A. PARKS AND RECREATION DIRECTOR'S REPORT

Director Burroughs reviewed City Council actions including the anti smoking ordinance for the parks. She reviewed the upcoming summer special events. Staff will provide information on programs, including senior, volunteer and youth programs at upcoming Commission meetings.

Director Burroughs thanked Commissioner Fish for serving as Chairman. She reminded the Commission that the CPRS annual conference will be held in Palm Springs in March and to contact staff if interested in attending.

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

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

- A. COMMISSIONER ARRIGHI congratulated newly appointed Commissioner Miller and Commissioner Fish for her year as chairman and Commissioner Goad as chairman for the upcoming year.
- B. COMMISSIONER FISH asked to establish a committee to work on preparations for the City's 50<sup>th</sup> anniversary celebration. She welcomed Commissioner Miller.

Commissioner Fish moved to recommend to the City Council that the Parks and Recreation Commission work with staff to develop ideas for the City's 50<sup>th</sup> anniversary celebration, seconded by Commissioner Arrighi and unanimously approved.

- C. COMMISSIONER GOAD congratulated Commissioner Miller and thanked Commissioner Fish for serving as Chairman.
- D. COMMISSIONER MILLER said she is looking forward to working with the Commission.
- E. COMMISSIONER OLIVAS welcomed Commissioner Miller.

**13. ADJOURNMENT:**

There being no further business, it was moved by Chairman Goad that the meeting be adjourned to the next regular meeting of the Parks & Recreation to be held on August 19, 2009 at 7:30 p.m. in the Council Chambers, 5938 North Kauffman Avenue, Temple City. Chairman Goad adjourned the meeting at 8:25 p.m.

ATTEST:

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Chairman Goad

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Secretary