

PARKS & RECREATION COMMISSION  
TEMPLE CITY, CALIFORNIA

MINUTES

SEPTEMBER 16, 2009

**INITIATION:**

**1. CALL TO ORDER:**

Pursuant to the agenda posted on September 10, 2009, Chairman Goad called the meeting of the Parks & Recreation Commission to order at 7:30 p.m. on Wednesday, September 16, 2009

**2. ROLL CALL:**

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

ALSO PRESENT: Director Burroughs

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

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

**5. CONSENT CALENDAR:**

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

**A. APPROVAL OF MINUTES – Regular Meeting of August 19, 2009**

Commission approved the minutes of the regular meeting of August 19, 2009

**B. MONTHLY ATTENDANCE/ACTIVITY REPORTS**

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

**6. UNFINISHED BUSINESS:**

A. UPDATE ON CITY'S 50<sup>TH</sup> ANNIVERSARY CELEBRATION

Commissioner Olivas – Publicity Committee

Committee recommendations included:

Logo

- solicit three proposals for logo design

Slogan Contest

- invite schools and residents to participate in slogan contest
- time line for slogan contest: entry forms available by October 15 with a deadline date of October 29. Staff will choose top slogans to present at November Parks & Recreation Commission meeting.

Marketing

- Press releases, cable channel, webpage, social networks, alumni sites, service clubs, mailings, TC Connect, Chamber of Commerce mailers

Commissioner Olivas said the logo would be available for use by other groups that may want to promote the City's 50<sup>th</sup> Anniversary. The Publicity Committee estimates costs to include the logo design, paper, prizes and purchase of display ads.

Director Burroughs stated a contract would be awarded prior to receiving proposed designs and recommended a professional design company for the logo.

Commissioner Arrighi moved to approve staff contact professional design companies for the 50<sup>th</sup> Anniversary Celebration logo design, seconded by Commissioner Fish and unanimously approved.

Commissioner Arrighi moved to approve a slogan contest for the 50<sup>th</sup> Anniversary Celebration open to the public, seconded by Commissioner Fish and unanimously approved.

Director Burroughs stated the City Council will choose the slogan. She stated flyers distributed to the schools, sports organizations and press releases will help attract interest in the slogan contest.

Commissioner Fish - Special Events Committee

Committee recommendations included:

- New Events – 50<sup>th</sup> Formal Dinner, Official 50<sup>th</sup> Celebration Rodeo,

- Open House (City Hall, Library, Historical Society, School District and Fire Station tours)
- Existing Events – all regular special events to incorporate the City's 50<sup>th</sup> Anniversary slogan and logo

Commissioner Fish submitted a proposed 50<sup>th</sup> Event Calendar 2010 and provided a brief description of the new events and how the anniversary could be included in existing special events. She stated the Temple City Library has proposed an event on May 15 to include a book signing by author Paul Spitzzeri. Commissioner Fish asked if City departments could adopt an event and do the necessary planning.

Director Burroughs stated the formal dinner could be jointly planned with Management Services and Parks and Recreation.

Commissioner Fish asked if an outside business or organization expressed an interest in developing a 50<sup>th</sup> Celebration sponsored by their group, would the approved "celebration" logo be available.

Commissioner Arrighi stated yes, as long as they are an established, organized group, use of the logo and slogan would be permitted.

Director Burroughs stated the City would only fund City events, however all events could be included on a City Celebration Calendar of Events.

Commissioner Fish asked if staff will provide updates on planning to the Commission and subcommittees.

Director Burroughs stated yes.

Commissioner Arrighi said each committee should submit a budget to the Way & Means Committee for approval.

Commissioner Arrighi moved to approve the submitted events in concept, with details to be determined, seconded by Commissioner Olivas, and unanimously approved.

#### Commissioner Miller - Commemorative Committee

Committee recommendations included:

- Items for purchase - tote bags, calendar, t-shirts, mugs, lapel pins, 50<sup>th</sup> DVD, paper weight, key chain, engraved glass items, pole banners, pavilion bricks
- Giveaway items - to be determined as events are planned
- Quantities of each item should be limited.

Commissioner Miller stated the committee surveyed surrounding cities regarding anniversary celebrations and commemorative items.

Commissioner Olivas said available items could be listed on the City's website as well as an Order Form to purchase items.

In response to a question, Director Burroughs said there is no available space to add bricks to the Performing Arts Pavilion.

Commissioner Arrighi suggested the Historical Society develop a DVD of the City's history. He asked the committee to refine the commemorative item list and to include costs.

Director Burroughs stated staff made initial contact with the Blue Star Banner organizers regarding the possible relocation of some pole banners for 2010.

Commissioner Arrighi asked that staff gather information on costs for the pole banners.

Linda Payne, Temple City Chamber of Commerce suggested the 50<sup>th</sup> Anniversary banners be installed beneath the existing Blue Star banners.

Director Burroughs stated the Blue Star banner poles are too low and could not accommodate an additional banner beneath them. She stated that separating the Blue Star banners from the City Anniversary banners would highlight the importance of each group.

Commissioner Arrighi moved to recommend the City Council approve City 50<sup>th</sup> Anniversary pole banners for purchase by the public, seconded by Commissioner Fish and unanimously approved.

Commissioner Arrighi - Ways/Means Committee

Commissioner Arrighi asked each committee to submit a proposed budget to the Ways & Means Committee.

**7. NEW BUSINESS:**

**A. REQUEST FROM LA SALLE HIGH SCHOOL FOR RESERVED USE OF THE TENNIS COURTS AT LIVE OAK PARK**

Director Burroughs presented the information as outlined in the staff report dated September 16, 2009. She said La Salle High School is asking for a two-year approval of their request for the 2010/2011 boys' and girls' JV

and Varsity tennis seasons. Staff recommends approval of the request.

Commissioner Arrighi asked if indemnity insurance is required.

Director Burroughs replied yes

Commissioner Arrighi moved to approve the request from La Salle High School for reserved use of the tennis courts at Live Oak Park for varsity and junior varsity games for the 2009 – 2011 boys' and girls' tennis seasons, seconded by Commissioner Fish and unanimously approved.

**B. REQUEST FROM EL MONTE HIGH SCHOOL FOR RESERVED USE OF THE LIVE OAK PARK COMMUNITY CENTER FOR THEIR WINTER FORMAL DANCE FROM 6 – 11 P.M. ON JANUARY 23, 2010**

Director Burroughs presented the information as outlined in the staff report dated September 16, 2009. She stated pursuant to the rules and regulations, all request for dances must be heard before the Commission. She stated dance requests have been approved in the past and staff is supportive of the request provided adequate adult supervision is provided. Staff is not recommending a waiver of the deposit or extension of park hours. No representative was present from the El Monte School District.

Director Burroughs reviewed staff's recommendation including conditions.

Commissioner Miller stated deputies should be present at the event.

Director Burroughs asked if the Commission would consider law enforcement from the El Monte Police Department or school security guards as an option. She added that Temple City Special Assignment Deputies may be able to adjust hours thereby being available on the date requested.

Commissioner Fish moved to approve the request from El Monte High School for reserved use of the Live Oak Park Community Center for their winter formal dance on January 23, 2010 from 6 – 11 p.m. with the following conditions: 1) applicant to provide a minimum of one adult chaperone for every 15 students; 2) all participants are to remain within the Community Center until the end of the event; 3) upon conclusion of the dance, all participants are to leave the park and adjacent parking lots immediately; 4) payment of the required security deposit and additional staff fees; 6) extension of park hours until 11 p.m. for clean-up (dance to end by 10:30 p.m.), seconded by Commissioner Arrighi and unanimously approved.

C. REQUEST FROM TEMPLE CITY AMATEUR SOFTBALL ASSOCIATION FOR RESERVED USE OF THE SOFTBALL FIELD AT LIVE OAK PARK ON MONDAYS FROM SEPTEMBER 21 – DECEMBER 7, 2009 AND ON FRIDAYS FROM NOVEMBER 13 – DECEMBER 11, 2009

Director Burroughs presented the information as outlined in the staff report dated September 16, 2009. She stated TCASA has provided the Commission with a notation from Temple City AYSO that states TCAYSO has games scheduled but they will work together with TCASA. Director Burroughs stated staff supports the request.

Commissioner Miller asked Mr. Correa for the age limit of the players.

John Correa representing TCASA stated players are 6 – 15 years of age. He said TCASA has 5 teams ready to represent Temple City in the Fall Ball Program. No games will be played and they will only use the dirt area to work on skills.

Commissioner Fish moved to approve the request from Temple City Amateur Softball Association for reserved use of the softball field at Live Oak Park on Mondays from September 21 – December 7, 2009 and on Fridays from November 13 – December 11, 2009 with the condition that the league will not use the concession stand and has approval from Temple City AYSO, seconded by Commissioner Miller and unanimously approved.

D. REVIEW OF YOUTH RECREATION PROGRAMS

Parks and Recreation Coordinator Manzo-Pimentel provided a presentation on youth programs offered by the Department of Parks and Recreation.

Commissioner Miller asked if there is a program to recognize Recreation Leaders.

Parks and Recreation Coordinator Manzo-Pimentel said staff is recognized for doing a good job through a Star Pin Program.

**8. COMMUNICATIONS:** None

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

Patrick Horton, Planning Commissioner congratulated staff on the success of the concerts in the park. He provided an overview of suggestions for the department and the upcoming 50<sup>th</sup> Anniversary Celebration.

**10. MATTERS FROM CITY OFFICIALS:**

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

Director Burroughs reviewed upcoming special events including the Senior Health Fair on September 19, Flu Clinic on September 24, the Fall Festival on October 17 and the Halloween Carnival on October 31.

Director Burroughs stated the new Teen Center/Multi Purpose Facility will be completed in approximately 3 weeks.

The City Council has scheduled a joint meeting for Brown Act/Ethics Training on Tuesday, September 29 at 7 p.m. in the Council Chambers.

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

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

A. COMMISSIONER ARRIGHI thanked Parks and Recreation Coordinator Manzo-Pimentel for providing an informative presentation on the department's youth programs. He stated the Commission Training in Manhattan Beach was attended by four commissioners and was very informative.

B. COMMISSIONER FISH thanked Administrative Coordinator Ingram and department staff for the outstanding job with the summer concert series. She stated she liked the new look of the fall newsletter.

Commissioner Fish thanked Mayor Vizcarra and staff for an awesome BBQ.

C. COMMISSIONER MILLER said she enjoyed the Commission Training on Saturday.

D. COMMISSIONER OLIVAS said she enjoyed the summer special events and thanked staff for all of their efforts. She asked if additional meetings would need to be scheduled by the Parks and Recreation Commission to keep planning of the City's 50<sup>th</sup> Celebration on track.

Director Burroughs said a special meeting can always be called for if necessary and encouraged the subcommittees to schedule any meetings they deem necessary.

- E. CHAIRMAN GOAD thanked staff for the enjoyable concert series and said he would like to hear more about the Habitat for Humanity Program being considered by the Council.

Councilmember Sternquist stated she attended a Habitat for Humanity presentation and provided a brief overview of the program. She stated the program is warranted for our City and would like to see it incorporated in the City's 50<sup>th</sup> Anniversary Celebration.

**12. ADJOURNMENT:**

There being no further business, it was moved by Chairman Goad and seconded by Commissioner Arrighi that the meeting be adjourned to the next regular meeting of the Parks & Recreation Commission to be held on October 21, 2009 at 7:30 p.m. in the Council Chambers, 5938 North Kauffman Avenue, Temple City. Chairman Goad adjourned the meeting at 9:37p.m.

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Chairman Goad

ATTEST:

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Secretary