

## **PARKS, WELLNESS AND RECREATION COMMISSION**

### **November 13, 2018 Meeting Minutes 6:00 p.m., City Hall - Council Chambers 117 Macneil Street, San Fernando, CA 91340**

**PRESENT:** Commissioner Adriana Gomez, Commissioner Nina Herrera  
Commissioner Anna Lopez and Commissioner Saydith Navarro

**ABSENT:** Commissioner Joe Ponce

**ALSO PRESENT:** Julian Venegas, RCS Director  
Linda Bowden-Moreno, RCS Office Specialist

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#### **I. Call to Order/Roll Call**

- Meeting called to order at 6:04 p.m. by Commission Chair, Adriana Gomez  
Present: Gomez, Herrera, Lopez, and Navarro  
Absent: Ponce

#### **II. Pledge of Allegiance**

- Led by Commissioner Gomez

#### **III. Approval of Agenda**

**Motion was made to approve the agenda of the Parks, Wellness and Recreation Commission meeting for November 13, 2018.**

Motion: Navarro    Second by: Lopez  
For: All  
Against: None  
Abstained: None

#### **IV. Public Comment**

- No public present

## **V. Consent Calendar**

- Approval of Minutes – July 10, 2018

Motion: Herrera    Second by: Lopez  
For: All  
Against: None  
Abstained: Navarro

- Approval of Minutes – September 11, 2018

Motion: Navarro    Second by: Lopez  
For: All  
Against: None  
Abstained: Herrera

## **VI. New Business**

### **A. Commission Goals and Objectives for 2018-2019 Fiscal Year**

- Julian Venegas discussed goals and objectives that were adopted by the Commission back in 2015-2016. Mr. Venegas was not aware that these goals and objectives had been developed. At this time, the current Fiscal Year 2018-2019 is halfway through so perhaps there could be discussion and comparison to see which objectives have actually been completed.
- Commissioner Gomez inquired if objectives should be compared to the 2018-2019 priorities. Some of the goals from 2015-2016 appear to be on the current list.
- There are goals from 2015-2016 that coincide with the current goals such as the Farmers Market.
- Rudy Ortega Park was mentioned in the previous list. The prior objectives were related to identifying and improving safety issues. The new goals are to evaluate the use and programming of the park. It is currently a passive park. There is currently an agreement with the Tataviam Band of Mission Indians to conduct programming at this park.
- Commissioner Herrera inquired as to whether the previous objectives such as the *Special Needs Programming* item would be carried over to this current

fiscal year.

- Mr. Venegas discussed the possibility of adding Special Needs Programming as an objective since Rudy Ortega Park is being evaluated for the possibility of adding more programming.
- Commissioner Lopez suggested Rudy Ortega Park as a location for a Community Garden.
- Commissioner Navarro supports the idea of a Community Garden and adding programming for the Special Needs population at Rudy Ortega Park.
- Mr. Venegas discussed the current objectives for Rudy Ortega Park. Some ideas have been discussed such as partnering with the Tataviam Tribe for educational activities such as inviting elementary schools to visit the park for an educational outing. Another idea is to consider the park for an urban camp site. This would allow families the opportunity to experience overnight camping events. In addition, special needs programming and a community garden can be considered. Funding sources for these activities would still need to be identified.
- Discussion continued regarding other objectives. City staff met with the American Legion. The meeting was to discuss the idea of developing a recognition or memorial that would occur on an on-going basis. It was suggested that the City provide signage directing the public to the local VFW and American Legion. Staff will continue to collaborate with the American Legion to develop ideas on recognizing Veterans on an on-going basis.
- Mr. Venegas discussed the objective of developing a community garden. Staff is searching for vacant lots in the City. Most vacant lots are privately owned. The idea of Rudy Ortega Park as a possible site will be discussed further.
- Commissioner Gomez discussed the idea of posting banners on the light poles honoring veterans.
- Commissioner Gomez suggested utilizing box gardens for the community garden as an alternative to locating vacant land.
- Commissioner Gomez suggested getting started early on the next set goals and objectives for the 2019-2020 Fiscal Year.

## B. Farmers Market

- Staff has met with the Mall Association to partner in bringing a Farmers Market to the community. Previous Farmers Markets were developed in past years but eventually ended. The idea is to develop a Farmers Market that is self-sustaining. Mr. Venegas has prior experience with a Farmers Market that was self-sustaining and included a hired market manager to run operations. Staff is looking into developing an RFP for a 3-5 year period to allow time for the market to become established. Mr. Venegas will consult with contacts from his previous employer. The tentative schedule for the market would be on Saturdays, 8:00 am-1:00 pm beginning in the spring of 2019.
- Commissioner Lopez asked about potential sites for the market. The local mall merchants suggested San Fernando Road between Brand and Maclay. Other suggestions included Lot 6N and Brand and Celis.
- Commissioner Lopez suggested the corridor known as the “Paseo” between Brand and Maclay for the market.
- Commissioner Gomez recalled previous Farmers Markets that did not succeed due to various reasons such as being located too out of the way from residential areas. The market located at Lot 6N was fairly successful. Attendance began to dwindle when the weather got cool in the evenings.
- Commissioner Gomez met with previous Parks Director, Ismael Aguila and a Farmers Market operator. The Kaiser model was suggested as a good match for this City because of the foot traffic the court house brings. Flor de Lima and Magali’s are two City merchants that work with Farmers Markets so they may be a good resource for valuable input.

## C. Prop 68 Funds

- Staff has identified grants that will become available in 2019. The City will prepare to apply for grants seeking funds to assist in implementing the Park Master Plan. The City will be looking into securing funding to renovate various parks identified through the Park Master Plan as being in need of improvements and renovations.
- There is another grant that assists in developing an entirely new park. The Gateway Park along the Pacoima Wash was identified as a site for this grant. The City has also identified a bike path behind Recreation Park as a possible site for this grant.

D. Open Streets Event

- The City was awarded \$144K to conduct an open streets event. The target date for the event is November 2, 2019. An RFP for Program Management Services will be issued pending Council approval. The event will be held from 3 pm to 9 pm and will incorporate a Dia de Los Muertos/5k Run event.

**VII. Continued Business**

E. Wild Horse Children's Foundation Update

- The City continues to meet with this foundation weekly to discuss the ongoing issues with the lease agreement. The Foundation would like to develop a multi-use facility. A designer has been contracted for an estimate in renovating the house at Pioneer Park. Other improvements are being considered such as the basketball court and soccer field. This would require two agreements for use of the onsite house and use of park amenities.
- Commissioner Gomez asked if there is an anticipated date of completion. Dates depend on when the agreement is completed. Staff anticipates the lease agreement to be finalized in January.

F. Park Master Plan Implementation Update

- Mr. Venegas reported that staff is working on seeking funding for implementation of the PMP. Proposition 68 and Measure A are being looked at as potential funding sources.

G. Santa Rosa Little League Update

- The board has hired an auditor to finalize a report to present to the City. There are approximately 6-8 members on the current board. Additional volunteers are being recruited for the spring 2019 season set to begin in February.
- A deadline of payment has been issued to the league to bring them up to date.
- Commissioner Gomez asked if the City has any liability should the league continue to function without having their operations in order. Mr. Venegas reported that they may operate so long as they meet the requirements of the agreement. They are slowly meeting those requirements but if they fall behind they may be in default.

H. Alcohol Use Policy in City Facilities Update

- The City has issued an RFP for Alcohol Concession Services and an RFQ for security guard services which meets two requirements of the new policy.
- Commissioner Gomez commented that rental fees should be competitive with other facilities so the City does not miss out on revenues if costs are too high. Staff commented that the rental fees will not be changed.

**I. Las Palmas Senior Club Update**

- Holiday Dance tickets are now on sale for the event to be held at the Odyssey.
- A new advisory board was elected and will begin their term in January 2019. Issues of contention have been addressed and the membership seems to be comfortable with the operations at the moment.
- Commissioner Lopez is glad to hear issues are being addressed.

**J. Department Budget Update**

- A detailed Parks Department budget was provided to the Commission. Mr. Venegas pointed out that there is no funding allocated for capital improvements since funds have not been secured as of yet.
- Commissioner Gomez reported that this budget and organizational chart was very helpful.

**VIII. Staff Communication**

- Mr. Venegas reported that San Fernando Regional Pool is renovating the banquet room to improve the kitchen for rentals. This facility will be closed for several months during the renovation process.
- The Kalisher Pocket Park has been identified as a site for a wellness park. Exercise equipment will be installed for the community.
- The Holiday Tree Lighting is scheduled for December 6<sup>th</sup>. Commissioners are invited to attend.

**IX. Commissioner Comments**

- Commissioner Herrera inquired about updates provided by the Police Department. Staff will check with PD for the Crime Trends Report related to the parks.

- Commissioner Gomez asked if the Banquet Room located at the Pool Facility falls under the Alcohol Policy Ordinance. Per Mr. Venegas, the Alcohol Policy does in fact apply to the Pool Facility Banquet Room.
- Commissioner Gomez commented on attending a few of the Cannabis meetings hosted by the Planning Commission. She inquired about location restrictions for cannabis dispensaries related to the parks. Mr. Venegas reported that there are zoning regulations regarding cannabis dispensaries and proximity to public parks.

#### **X. Agenda Items for Next Regular Meeting (January 8, 2019)**

- Commissioners can email agenda items to staff

#### **XI. Adjournment**

- Commissioner Gomez adjourned the meeting at 7:00 p.m.

For: All

Against:None

Abstained:None