

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

### **September 11, 2018 Meeting Minutes 6:00 p.m., City Hall - Council Chambers 117 Macneil Street, San Fernando, CA 91340**

**PRESENT:** Commissioner Adriana Gomez, Commissioner Anna Lopez Commissioner Saydith Navarro and Commissioner Joe Ponce

**ABSENT:** Commissioner Nina Herrera

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

---

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

- Meeting called to order at 6:01 p.m. by Commission Chair, Adriana Gomez  
Present: Gomez, Lopez, Navarro and Ponce  
Absent: Herrera

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

- Led by Commissioner Lopez

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

**Motion was made to approve the agenda of the Parks, Wellness and Recreation Commission meeting for September 11, 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

Item was tabled due to lack of quorum.

## **VI. New Business**

### **A. Wild Horse Children's Foundation Update**

- Julian Venegas reported that the City is still negotiating the terms of the agreement with the Wild Horse Children's Foundation. It has not been determined if the Foundation will lease property at the park. Right of Entry is another option being considered. Construction and modification of the building will be required and the City would like to see renovations for the entire park.
- Commissioner Lopez inquired about the frequency of the meetings. Staff advised that meetings are held on a weekly basis to discuss progress and terms of the contract.
- Commissioner Navarro inquired about the age group being targeted for the sports programs. Staff reported that programming will open up to all ages. This will require renovation of the fields to accommodate older age groups in various sports programs.
- Commissioner Gomez inquired about the Commission having the opportunity to review and comment on the final parameters of the agreement. The agreement will be brought to the Commission once it is closer to completion for review prior to going before Council.

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

- Commissioner Gomez requested this item be added to the agenda to discuss the budget for the parks and whether any capital improvements are included in the 2018-2019 FY. Is the department's budget status quo?
- Commissioner Gomez requested copies of goals discussed in the past as this Commission was a part of setting goals for the Recreation and Community Services Department. Staff will email previous goals to Commissioners.
- Commissioner Lopez requested more detailed information to fully understand

goals and objective.

- Mr. Venegas explained that the RCS Department identified goals to pursue which are tied into the budget. Some goals may not have existing funding. The director will research cost and viability of developing those goals. Budget adjustments can be made during mid-year review.
- Commissioner Ponce asked about the Department's existing budget. Mr. Venegas reported that the budget is approximately 1.1 million. It is a hardline budget meaning it is not expected to be increased. The budget is broken down by division to allocate a portion to each section.

## **VII. Continued Business**

### **C. Park Master Plan Implementation Update**

- Mr. Venegas reported that the Parks Master Plan is currently on hold due to budgetary issues. Staff is actively seeking and applying for grants as well as partnering with agencies like the Wild Horse Children's Foundation to pursue some of the projects identified in the Park Master Plan.
- Measure A is another funding source slated to allocate about \$87k per capita to the City which would be applied towards park improvements. Currently this proposition is in court proceedings. Once the County resolves the legal issues the City will work on accessing these funds.
- Improvements to Layne Park were made possible through a grant awarded to the City in 2016 by HRPP funds.

### **D. Santa Rosa Little League Update**

- The Santa Rosa Little League has formed a board of 8 members. Their goal is bring the league back to an operating sports program.
- Staff is working with the board to meet requirements under the contract for operations such as getting the concession stand certified by the Health Department.
- Commissioner Ponce asked if the City will be funding improvements to the concession stand. Staff reported that there are no structural changes planned. It is a matter of thorough cleaning and rodent control in order to be in compliance with the health codes.

- Commissioner Gomez asked if the league has a permit for cooking outside the concession stand. Staff reported that the County Health Department has allowed the league to prepare food outside the concession stand.
- Commissioner Gomez inquired about how the league is disposing of grease and oil. Staff reported that the league utilizes a charcoal barbeque grill.
- Commissioner Gomez would like to confirm there is a permit allowing the league to cook outside the concession stand since there were issues in the past with the league disposing of cooking grease in the planters and gutters.

#### E. Alcohol Use Policy

- At the September 4<sup>th</sup> City Council meeting there was a public hearing on a proposed ordinance regarding serving alcohol at events. There was no public comment at the meeting.
- Council directed staff to look into a fee for alcohol sales for non-residents. The ordinance has certain provisions such as the requirement of using a licensed provider to serve alcohol, the requirement to have a security guard on site and a limited time of servicing alcohol.
- Commissioner Gomez asked if the ordinance includes the Regional Pool Facility. Staff reported that the Pool Facility is included in the ordinance.

#### F. Las Palmas Senior Club Update

- Staff has been working hard to provide amenities the club enjoyed in the past such as having a stage at the dances. Staff has purchased parts to make repairs to the stage. Staff is learning how to assemble and tear down the stage for the dances.
- Staff has secured a vendor to provide tamales at the dances. Costs will be recouped through the sale of the tamales.
- The Sunshine Club has re-established the tradition of delivering flowers and plants to members who are ill or have passed on.
- Staff is working with the general membership to decide on a cost for dance tickets. The cost will impact the Club's coffers if the ticket price does not cover the cost of putting on the dance. Members are being provided with

detailed information to be as transparent as possible in order to ensure the members understand how ticket price impacts the Club's reserves.

## **VIII. Staff Communication**

- Staff is negotiating with the Tataviam Band of Mission Indians to develop a Right of Entry Agreement to convert the water tank into storage at Rudy Ortega Park. The City attorney is looking into this matter at this time.
- Layne Park just had a rededication ribbon cutting ceremony on September 25<sup>th</sup>. This park is targeted to reestablish programming such as soccer programming for kids.
- Pioneer Park is targeted to host a sports camp next year to reintroduce programming at this park.
- Kalisher Pocket Park was identified in the Park Master Plan to develop a dog park or offer fitness activities sometime down the road.
- Flyers were provided to Commissioners promoting upcoming programs and sports activities.
- Applications are being accepted for the Dia de Los Muertos/5K Event.
- Staff reminded Commissioners to retake the AB1234 Ethics Training per the City Clerk's Office.

## **IX. Commissioner Comments**

- No Commissioner Comments

## **X. Agenda Items for Next Regular Meeting (November 13, 2018)**

- Commissioners can email agenda items to staff

## **XI. Adjournment**

- Commissioner Gomez adjourned the meeting at 6:42 p.m.

For: All      Against: None      Abstained: None