

**PARKS, WELLNESS AND RECREATION COMMISSION**

**November 12, 2013 Meeting Minutes  
6:30 p.m., City Hall-Community Meeting Room  
117 Macneil Street, San Fernando, CA 91340**

**PRESENT:** Commissioner Adriana Gomez, Commissioner Danitza Pantoja,  
Commissioner Nina Ballin, Commissioner Joe Ponce and  
Commissioner Saydith Navarro,

**ABSENT:**

**ALSO PRESENT:** Ismael Aguila, Recreation and Community Services Operations Manager  
Linda Bowden-Moreno, Recreation & Community Services Office Specialist

---

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

- Commissioner Gomez called the meeting to order at 6:30 p.m.
- Present: Gomez, Pantoja, Ballin, Ponce and Navarro
- Absent: None

**II. Pledge of Allegiance**

- Commissioner Navarro led the Pledge of Allegiance.

**III. Approval of Agenda**

**Motion was made to approve the agenda of the Parks, Wellness and Recreation Commission for November 12, 2013 with the following amendments: Table Item “C” Under New Business (San Fernando Regional Pool Facility: Fees and Maintenance Update) for January 14, 2014 and move up Old Business Item “A” (Police Department Monthly Update) before New Business.**

Motion: Pantoja Second by: Ponce  
For: All  
Against: None  
Abstained: None

#### **IV. Consent Calendar**

##### **A. Approval of Minutes – September 10, 2013**

**Motion was made to approve the minutes of the Parks, Wellness and Recreation Commission for September 10, 2013.**

Motion: Pantoja Second by: Ponce  
For: Pantoja, Ponce, Gomez  
Against: None  
Abstained: Ballin, Navarro

#### **V. Public Comment**

- None

#### **VI. New Business**

##### **A. Adopted Senior Board Priorities**

- Ismael provided the Commission with the five priorities adopted by the Senior Citizen Advisory Board at last month's meeting.
- These priorities apply to the current fiscal year.
- Ismael informed the Commission that a *Clean Up Day* was recently conducted at Las Palmas Park with the assistance of 15 volunteers. Staff will plan on scheduling additional *Clean Up Days* to continue improving the appearance of the parks.

##### **B. Discussion on Facility Fee Waiver Policy**

- Ismael provided the Commission with a draft copy of the Fee Waiver Policy for use of City parks, facilities, meeting rooms and amenities. Staff is seeking feedback on the draft policy.
- Staff has researched other cities with similar policies in order to develop a policy that will best suit the City of San Fernando.
- Commissioner Gomez had questions regarding fees, financial hardship and faith based organizations. Overall, she likes the draft

policy specifically the idea that fee waivers are handled administratively since the Commission is now meeting every other month.

- Commissioner Ballin suggested discounted rates for qualifying organizations versus fee waivers.
- Commissioner Pantoja recommended setting an annual cap on fee waivers including dollar amounts. She would also like the policy to read: “events will be in alignment with the City’s mission, vision and priorities.”
- Commissioner Ponce recommends that organizations have a limit of three fee waivers per year and asked that staff track multiple fee waiver requests.
- Staff will provide the Commission regular updates on fee waivers.
- By consensus, the PW&R Commission approves of the draft Fee Waiver Policy and recommends that Council adopt this policy. Staff will report back to the Commission with quarterly updates pertaining to approved and denied fee waiver requests.

#### C. San Fernando Regional Pool Facility: Fees and Maintenance Update

- Item Tabled

#### D. City of San Fernando After School Community Enrichment Program Update

- Staff provided the Commission with an outline and update on the City’s After School Program located at Gridley and Morningside Elementary Schools.
- Staff reported that the LAUSD grant for the After School Program is expiring and will be publishing a Request for Proposal (RFP).
- Commissioners thanked staff for the update.

#### E. Discussion on Recreation Leader III Position

- Ismael updated the Commission on the current status of staffing in the Recreation and Community Services (RCS) Department. The RCS Department has faced reductions in staffing and hours. At this time,

there are no Coordinator positions. There is one full time Program Specialist and several part time Recreation Leader I and II positions.

- Ismael is looking to create a part time Recreation Leader III position to allow some opportunity for advancement and more responsibility. This position will be more in the capacity of monitoring. Commissioners were provided a copy of the job description.
- By consensus, the Commission is favor of creating the Recreation Leader III position.
- Commissioner Gomez supports the idea that staff need to have opportunities for growth and promotion.

## **VII. Old Business**

### **A. Police Dept. Monthly Report (Interim Chief Robert Parks)**

- Chief Parks provided an update on crime trends in the parks. He reported no significant events at the parks.
- Chief Parks reported that a homeless family has been staying at Recreation Park. The P.D. is looking into hotel vouchers and other assistance for the family. Officer Bayardo is taking donations for this family.
- P.D. will be offering the Christmas Basket program again this year for needy families.
- Recreation Park has been added additional patrol to monitor reports of gambling.
- Chief Parks reported that an ice cream truck who routinely parked at Recreation Park is no longer doing so. Commissioner Pantoja reported seeing an ice cream truck on her street. She was advised to report it to P.D. who will look into the matter.

## **VIII. Staff Communication**

- Staff provided an update on the following activities at Las Palmas Park: monthly Food Bank distribution, Alzheimer Association and Partners in Care workshops and support groups, and upcoming Senior Club trips.

## **IX. Commissioner Comments**

- Commissioner Ponce inquired about the showers at the pool facility in need of repair. Staff reported that some showers have been repaired. A more detailed update will be provided at the next meeting which will address the pool facility.
- Commissioner Gomez had questions regarding the little leagues using the concession stands and whether Health Department permits had been issued.
- Commissioner Gomez reported that the women's restroom sign at Pioneer Park fell off the door.

## **X. Agenda Items for Next Meeting (January 14, 2013)**

1. Approval of Minutes for November 12, 2013
2. Pool Facility Update.
3. Fourth of July Event
4. Council/Commission/Department Priorities
5. L.A. County PLACE Program

## **XI. Adjournment**

**A motion was made to adjourn the meeting at 8:22 p.m.**

Motion: Ballin      Second by: Pantoja  
For: All  
Against: None  
Abstained: None