



CHAIR SANDIE RICHARDS
VICE CHAIR JOE PONCE
COMMISSIONER JASON HAYES
COMMISSIONER NINA HERRERA
COMMISSIONER SAYDITH NAVARRO

PARKS, WELLNESS, AND RECREATION COMMISSION

REGULAR MEETING NOTICE AND AGENDA

APRIL 13, 2021 – 6:30 PM

TELECONFERENCE – PER GOVERNOR’S EXECUTIVE ORDER

SPECIAL NOTICE REGARDING COVID-19

On March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19. On March 17, 2020, Governor Newsom issued Executive Order N-29-20 (superseding the Brown Act-related provisions of Executive Order N-25-20 issued on March 12, 2020), which allows a local legislative body to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body. Pursuant to Executive Order N-29-20, please be advised that the San Fernando Parks, Wellness, and Recreation Commission will participate in meetings telephonically.

PUBLIC PARTICIPATION OPTIONS TO HELP REDUCE THE SPREAD OF COVID-19

- 1. WATCH THE MEETING:** Pursuant to the Executive Order and given the current health concerns, members of the public can access meetings live on-line, with audio and video via YouTube Live, at: <https://www.youtube.com/c/CityOfSanFernando>
- 2. SUBMIT PUBLIC COMMENT VIA EMAIL:** Members of the public may submit comments by email to LMoreno@sfcity.org no later than **4:00 p.m. the day of the meeting**, to ensure distribution to the Parks, Wellness, and Recreation Commission prior to consideration of the agenda. Comments received via email will be distributed to the Parks, Wellness, and Recreation Commission, read into the record, limited to three minutes, and made part of the official public record of the meeting.
- 3. CALL-IN TO PROVIDE PUBLIC COMMENT LIVE AT THE MEETING:** Members of the Public may **call-in between 6:30 p.m. and 6:45 p.m.** Comments will be heard in the order received, and limited to three minutes. If necessary, the call-in period may be extended by the Chair.

Call-in Telephone Number: (669) 900-6833
Meeting ID: 986 1620 1615
Passcode: 988843

When connecting to the Zoom meeting to speak, you will be placed in a virtual “waiting area,” with your audio disabled, until it is your turn to speak and limited to three minutes.
Note: This is audio only and no video.

PARKS, WELLNESS, AND RECREATION COMMISSION

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CALL TO ORDER/ROLL CALL

Chair Sandie Richards
Vice-Chair Joe Ponce
Commissioner Jason Hayes
Commissioner Nina Herrera
Commissioner Saydith Navarro

PLEDGE OF ALLEGIANCE

Led by Chair Sandie Richards

APPROVAL OF AGENDA

DECORUM AND ORDER

City Commissioners are appointed by City Council and must be free to discuss issues confronting the city in an orderly environment. Public members attending City Commission meetings shall observe the same rules of order and decorum applicable to the City Council ([SF Procedural Manual](#)). Any person making impertinent derogatory or slanderous remarks or who becomes boisterous while addressing a City Commission or while attending a City Commission meeting, may be removed from the room if the Presiding Officer so directs the Sergeant-At-Arms and such person may be barred from further audience before the City Commission.

PUBLIC STATEMENTS – WRITTEN/ORAL

Members of the public may submit comments by email to LMoreno@sfcity.org no later than **4:00 p.m. the day of the meeting**, to ensure distribution to the Parks, Wellness, and Recreation Commission prior to consideration of the agenda. Comments received via email will be distributed to the Parks, Wellness, and Recreation Commission, read into the record, limited to three minutes, and made part of the official public record of the meeting. Callers interested in providing a [live public comment](#) may [call-in between 6:00 p.m. and 6:15 p.m.](#) and will be limited to three minutes. The call-in period may be extended by the Chair.

Call-in Telephone Number: (669) 900-6833
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PARKS, WELLNESS, AND RECREATION COMMISSION

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CULTURAL ARTS LIAISONS REPORT

CONSENT CALENDAR

Items on the Consent Calendar are considered routine and may be disposed of by a single motion to adopt staff recommendation. If the Parks, Wellness, and Recreation Commission wishes to discuss any item, it should first be removed from the Consent Calendar.

- 1. REQUEST TO APPROVE THE MINUTES OF THE FEBRUARY 9, 2021 AND MARCH 9, 2021, PARKS, WELLNESS AND RECREATION COMMISSION MEETINGS**

ADMINISTRATIVE REPORTS

- 2. ESTABLISH REORGANIZATION SCHEDULE FOR THE PWRC**

DEPARTMENT PROGRAM UPDATES

- 3. VIRTUAL PROGRAMMING**
- 4. DEPARTMENT'S RESPONSE TO COVID-19**
- 5. REOPENING EFFORTS**
- 6. LAYNE PARK REVITALIZATION PROJECT**
- 7. YOUTH REINVESTMENT GRANT PROGRAM: TUTCINT YOUTH EMPOWERMENT PROGRAM**

GENERAL COMMISSION COMMENTS

STAFF COMMUNICATION

ADJOURNMENT

PARKS, WELLNESS, AND RECREATION COMMISSION

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I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall bulletin board not less than 72 hours prior to the meeting.

Linda Bowden-Moreno, Administrative Assistant

Signed and Posted: April 8, 2021 (5:00 pm)

Agendas and complete Agenda Packets (including staff reports and exhibits related to each item) are posted on the City's Internet Web site (www.sfcity.org). These are also available for public reviewing prior to a meeting at the Recreation and Community Services Department Public Counter. Any public writings distributed by the Parks, Wellness, and Recreation Commission to at least a majority of the Commissioners regarding any item on this regular meeting agenda will also be made available at the Recreation and Community Services Department Public Counter located at 208 Park Avenue, San Fernando, CA, 91340 during normal business hours. In addition, the City may also post such documents on the City's Web Site at www.sfcity.org. In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification/ accommodation to attend or participate in this meeting, including auxiliary aids or services please call the Recreation and Community Services Department Office at (818) 898-1290 at least 48 hours prior to the meeting.

**CITY OF SAN FERNANDO
PARKS, WELLNESS & RECREATION COMMISSION
DRAFT MEETING MINUTES**

**February 9, 2021
ZOOM MEETING STREAMED ON YOUTUBE**

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE PARKS, WELLNESS & RECREATION COMMISSION. VIDEO AND AUDIO OF THE ACTUAL MEETING ARE AVAILABLE FOR LISTENING AT: <https://www.youtube.com/c/CityOfSanFernando>.

CALL TO ORDER/ROLL CALL

Chair Sandie Richards called the meeting to order at 6:45 p.m. and conducted the roll call.

The following persons were recorded as present:

PRESENT: Chair Sandie Richards
Vice Chair Joe Ponce
Commissioner Jason Hayes

ABSENT: Commissioner Nina Herrera
Commissioner Saydith Navarro

ALSO PRESENT: Director of Recreation and Community
Services Department, Julian Venegas
Admin. Assistant, Linda Bowden-Moreno

PLEDGE OF ALLEGIANCE

Commissioner J. Ponce led the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner J. Hayes motioned to approve the agenda for the February 9, 2021 Parks, Wellness & Recreation Commission Regular Meeting. Commissioner J. Ponce seconded the motion. The motion carried with the following vote:

AYES: S. Richards, J. Hayes, J. Ponce

NOES:
ABSENT: N. Herrera, S. Navarro
ABSTAIN:

PUBLIC STATEMENTS – WRITTEN/ORAL

None.

CULTURAL ARTS LIASON REPORT

None.

APPROVAL OF MINUTES

Commissioner J. Hayes motioned to table the minutes for the January 12, 2021, Parks, Wellness & Recreation Commission meeting to the next regularly scheduled meeting to be held in March. Commissioner J. Ponce seconded the motion. The motion carried with the following vote:

AYES: S. Richards, J. Ponce, J. Hayes,
NOES:
ABSENT: N. Herrera, S. Navarro,
ABSTAIN:

NEW BUSINESS

1. APPROVAL OF ART MURALS ON PRIVATE PROPERTY

J. Venegas presented an agenda report to the Commission with the recommendation to form an Ad Hoc Committee composed of two Commissioners and the Cultural Arts Liaisons for reviewing of art mural permit applications.

Commissioner S. Richards recommended to table this item to next month as tonight's meeting is a smaller cohort. Commissioner J. Hayes and Commissioner J. Ponce concurred given the potential for restructuring of the Commission.

Commissioner J. Ponce motioned to table the item on creating an Ad Hoc Committee for the the Approval of Art Murals to next month. Commissioner J. Hayes seconded the motion. The motion carried with the following vote:

AYES: S. Richards, J. Ponce, J. Hayes
NOES:
ABSENT: N. Herrera, S. Navarro,
ABSTAIN:

2. **SENIOR CITIZENS ADVISORY BOARD RECRUITMENT**

J. Venegas presented the Commission an agenda report recommending that the recruitment of the Senior Citizens Advisory Board membership be tabled until in-person senior programming is brought back and facilities are open to the public.

Commissioner J. Hayes moved to table the item on Senior Citizen Advisory Board Recruitment until senior programming is brought back and centers are open to actively recruit from senior program participants.

AYES: S. Richards, J. Ponce, J. Hayes

NOES:

ABSENT: N. Herrera, S. Navarro

ABSTAIN:

CONTINUED BUSINESS

1. **STATEWIDE PARK DEVELOPMENT AND COMMUNITY REVITALIZATION SPP GRANT –**

J. Venegas reported that staff is continuing to gather feedback from stakeholders, partners, and residents on their park needs to incorporate into the three applications for the SPP Grant due March 12, 2021.

2. **VIRTUAL PROGRAMMING –**J. Venegas provided an update on virtual programming the Department continues to offer such as senior craft activities, senior bingo, senior loteria and much more. In addition, a Pen Pal Program continues to connect seniors and a virtual Parent & Me Painting class is planned for the end of the month. Registration and additional program information is available online or by calling Las Palmas Park at (818) 898-7340.

Additional virtual programs such as Senior Zumba, health and wellness videos, and the MMAP classes are continuing via Zoom. All information and registration for programs and activities are available on the City Website.

3. **COMMUNITY THEATRE PROGRAM –** J. Venegas reported that applications to serve on the board were sent out to invite interested parties. The response has been slow. Staff will put out a press release in the local paper and the Department's social media page to open recruitment for the board. Commissioner J. Hayes suggested reaching out to the mailing list to schedule a meeting, to encourage participation, and to offer the opportunity to nominate someone. Anyone interested can email J. Venegas at jvenegas@sfcity.org or Commissioner J. Hayes at jhayes@sfcity.org.

4. **DEPARTMENT'S REPONSE TO COVID-19–**J. Venegas reported that Round 4 of the Residential Food Program will be tentatively held on February 20th. This program provides non-perishable food items and PPE to San Fernando households. Registration is required.

Staff continues to work with LAFD in hosting a Covid-19 Testing and Vaccination hub at

Recreation Park. Individuals must register online. Information can be found on the City website at www.sfcity.org.

5. **LAYNE PARK REVITALIZATION PROJECT**—J. Venegas reported that Council has selected *MIG* as the consulting firm to design this project. Staff is working to select an NGO to assist with the community engagement phase.
6. **YOUTH REINVESTMENT GRANT PROGRAM (TUTCINT YOUTH EMPOWERMENT PROGRAM)** – Per J. Venegas, this program is working on its third cohort with enrollment of 28 youths. The program consists of tutoring, cultural programming, workshops, and case management. Approximately 135 families were served in the month of January. Anyone interested in this program can gather more information on the City website.

STAFF COMMUNICATION

Staff informed the Commission that MEND is offering to deliver essentials such as food and PPE kits to those who are in isolation or quarantine due to Covid. See flyer for details.

Staff also informed the Commission about the *Parent and Me Painting* virtual activity. There are a few spaces left for registration. Please visit the City website or call (818) 898-7340 for information.

COMMISSION DISCUSSION

Commissioner J. Hayes thanked everyone for participating in tonight's meeting. He also addressed a request to remove a virtual background he has used at Commission meetings since June of 2020. Commissioner Hayes wanted to clarify that he proudly serves all of the City of San Fernando. The image he selected back in June was a concerted effort to show all the community, especially underrepresented residents, they are seen, heard and represented. Anyone who has any questions or concerns may contact Commissioner Hayes directly at jhayes@sfcity.org.

ADJOURNMENT

Commissioner J. Hayes motioned to adjourn the meeting at 7:42 p.m. Commissioner J. Ponce seconded the motion. The motion carried with the following vote:

AYES: S. Richards, J. Hayes, J. Ponce

NOES:

ABSENT: N. Herrera, S. Navarro

ABSTAIN:

**CITY OF SAN FERNANDO
PARKS, WELLNESS & RECREATION COMMISSION
MEETING MINUTES**

**March 9, 2021
ZOOM MEETING STREAMED ON YOUTUBE**

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE PARKS, WELLNESS & RECREATION COMMISSION. VIDEO AND AUDIO OF THE ACTUAL MEETING ARE AVAILABLE FOR LISTENING AT: <https://www.youtube.com/c/CityOfSanFernando>.

CALL TO ORDER/ROLL CALL

Chair Sandie Richards called the meeting to order at 6:31 p.m. and conducted the roll call.

The following persons were recorded as present:

PRESENT: Chair Sandie Richards
Commissioner Jason Hayes
Commissioner Nina Herrera

ABSENT: Commissioner Joe Ponce
Commissioner Saydith Navarro

ALSO PRESENT: Director of Recreation and Community
Services Department, Julian Venegas
Admin. Assistant, Linda Bowden-Moreno

PLEDGE OF ALLEGIANCE

Commissioner J. Ponce led the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner J. Hayes motioned to approve the agenda for the March 9, 2021 Parks, Wellness & Recreation Commission Regular Meeting. Commissioner N. Herrera seconded the motion. The motion carried with the following vote:

AYES: S. Richards, J. Hayes, N. Herrera

NOES:

ABSENT: S. Navarro, J. Ponce

ABSTAIN:

PUBLIC STATEMENTS – WRITTEN/ORAL

Written Public Statement emailed by Dorothy White was read to the Commission. Ms. White requested that the Commission review an article regarding the groundwater capture and reclamation program at Willowbrook Park redesign.

Public Statement by Mr. Veto Ruiz, member of the Cesar Chavez Commemorative Committee, regarding the presentation of a plaque for the Cesar Chavez Memorial in San Fernando. This item will be addressed at the upcoming City Council Meeting.

CULTURAL ARTS LIASON REPORT

Raul Herrera commented that he is available to support and collaborate with the Cesar Chavez Commemorative Committee in any way possible. Mr. Herrera will reach out the Committee to offer his support.

Mr. Herrera provided an update on various projects currently in the works. Practices for the Mesoamerican ballgame have slowly resumed. There has been a significant loss of membership due to the lockdown restrictions. The San Fernando Mesoamerican ball team has been invited to join other U.S. cities and cities in Mexico in an effort to build sister-city relationships. The team is preparing for a presentation in Las Vegas and preparing for the first national tournament in the U.S. projected to occur in 2022. The team is looking to host the first international Mesoamerican ballgame tournament in San Fernando.

Commissioner Hayes commented that building the sister-city relationship is a great idea and he will reach out the Cultural Arts Liaison should any relevant cultural arts projects come up.

Mr. Venegas added that formalizing partnerships would be added to the agenda for review and Commission recommendation.

APPROVAL OF MINUTES

Commissioner N. Herrera motioned to approve the minutes for the January 12, 2021, Parks, Wellness & Recreation Commission arch. Commissioner J. Ponce seconded the motion. The motion carried with the following vote:

AYES: S. Richards, N. Herrera, J. Hayes,

NOES:

ABSENT: S. Navarro, J. Ponce

ABSTAIN:

Minutes from the February 9, 2021 Commission meeting will be tabled due to lack of quorum.

NEW BUSINESS

1. VETERANS BANNER PROGRAM

J. Salas presented an agenda report to the Commission on the City's Veterans Banner Program honoring veterans who have served in the armed forces. The second round of this program is currently accepting applications for banners at a cost of \$135.00. Banners will be displayed along Maclay Ave. from May through November. Staff presented the PWRC with three design options for this year's program. Staff requested the Commission's recommendation on the selection of new design for this year's banner program. Upon discussion, the Commission unanimously recommended option "A".

Commissioner J. Hayes motioned to recommend design option "A" for this year's Veterans Banner Program. Commissioner N. Herrera seconded the motion. The motion carried with the following vote:

AYES: S. Richards, N. Herrera, J. Hayes,
NOES:
ABSENT: S. Navarro, J. Ponce
ABSTAIN:

2. APPROVAL OF ART MURALS ON PRIVATE PROPERTY

J. Venegas presented an agenda report to the Commission with the recommendation to form an Ad Hoc Committee composed of two Commissioners and the Cultural Arts Liaisons to review art mural permit applications. The art mural must meet certain criteria as per Ordinance 1700. The application will require a rendering of the art mural. This process will require the Ad Hoc Committee to make a recommendation to the PWRC who will be tasked with the approval or denial of the application.

Commissioner J. Hayes expressed some reservations on moving forward with this item without the input of the full Commission. At the same time, this item has been previously tabled and if an application is pending, it is important to proceed with the formation of an Ad Hoc Committee.

Commissioners J. Ponce, J. Hayes and S. Richards expressed interest in serving on the Ad Hoc Commitment. Upon discussion, the Commission agreed to select Commissioners J. Ponce and J. Hayes to serve on the Ad Hoc Committee. Commissioner S. Richards will be available as an alternate in the event one of the other two commissioners are not available to serve.

Commissioner N. Herrera motioned to support the selection of Commissioner J. Hayes and Commissioner J. Ponce to be part of the Ad Hoc Committee to review Art Mural applications. Commissioner J. Hayes seconded the motion. The motion carried with the following vote:

AYES: S. Richards, J. Hayes, N. Herrera
NOES:

ABSENT: J. Ponce, S. Navarro,
ABSTAIN:

Commissioner J. Hayes motioned to nominate Cultural Arts Liaison, Raul Herrera, to serve on the Ad Hoc Committee to review Art Mural applications. Commissioner N. Herrera seconded the motion. The motion carried with the following vote:

AYES: S. Richards, J. Hayes, N. Herrera
NOES:
ABSENT: J. Ponce, S. Navarro,
ABSTAIN:

CONTINUED BUSINESS

1. **STATEWIDE PARK DEVELOPMENT AND COMMUNITY REVITALIZATION SPP GRANT –**

J. Venegas reported that the community engagement workshops have concluded. Five virtual meetings were held between November 2020 and February 2021. Staff collected feedback from the community on how to better serve the community's needs. This data was used as part of the grant application process, which included applications for Recreation Park, Las Palmas Park and Pioneer Park. The State will notify staff of the outcome sometime in the fall.

2. **VIRTUAL PROGRAMMING –**J. Venegas provided an update on virtual programming the Department continues to offer to keep our community members engaged. J. Venegas and staff provided descriptions of the activities and the number of participants. Registration and additional program information is available online or by calling Las Palmas Park at (818) 898-7340.

3. **DEPARTMENT'S RESPONSE TO COVID-19–**J. Venegas reported that Round 4 of the Residential Food Program held on February 20thserved 87 families residing in the City of San Fernando. This program provides non-perishable food items and PPE to San Fernando households. Registration is required. The next distribution is scheduled for Saturday, March 20th.

Staff has partnered with Providence to assist seniors 65 and older register for COVID-19 vaccinations. The vaccines are held at Vaugh school. The City is also collaborating with CVS to provide vaccines for the community. LAFD continues to provide testing and vaccines at Recreation Park. Individuals must register online. Information can be found on the City website at www.sfcity.org.

4. **REOPENING EFFORTS–** J. Venegas reported that the City is looking into moving forward with activities that follow guidelines and protocols of the Los Angeles Department of Public Health. Certain outdoor activities are set to resume. Staff is working to implement safe outdoor

activities for the public such as pickleball, tennis, and outdoor fitness classes.

Juan Salas Provided an update on the TBC group. The teens are planning an outdoor project with about 12 teen participants. The group will be working on a hand painted terra cotta pots containing succulent plants. Teens will be gifting these plants and pots to seniors.

R. Herrera, Cultural Arts Liaison, asked if the Veterans Banner Program information can be shared on social media. J. Salas will forward the flyer and the updated application to R. Herrera. Details are also available on the City website.

5. **LAYNE PARK REVITALIZATION PROJECT**—J. Venegas reported that Valley Care Community Consortium (VCCC) will be leading the community outreach efforts for this project. MIG and VCCC will be meeting with staff tomorrow to develop a strategy for this project.
6. **YOUTH REINVESTMENT GRANT PROGRAM (TUTCINT YOUTH EMPOWERMENT PROGRAM)** – Per J. Venegas, this program is on its third session. The group has 27 youths enrolled in the program who are benefiting from various programs and activities. Anyone interested in this program can obtain more details on the City website.
7. **COMMUNITY THEATRE PROGRAM** – This program is currently on hold. Staff will work on scheduling a meeting to move forward with the program. Commissioner J. Hayes reported that he has received communication from interested individuals who were assured a meeting would be coming in the near future.

GENERAL COMMISSION COMMENTS

Commissioner J. Hayes had questions regarding the procedure of the newly formed Ad Hoc Committee. J. Venegas informed the PWRC that applications would be presented to the Commission at the regular Commission meetings. The Ad Hoc will then schedule a meeting to review the application and make a final recommendation to the PWRC.

Commissioner J. Hayes inquired about new Commission appointments. Per J. Venegas, current Commissioners continue to serve until new appointments are announced. At this time, there have not been any new appointments to this Commission.

Commissioner S. Richards thanked Commissioner J. Hayes for his very powerful statement at the previous Commission meeting in reference to his virtual ground. Commissioner S. Richards commented that she personally did not feel any exclusion by the use of the virtual background and urged the community to view one another as brothers and sisters.

STAFF COMMUNICATION

Staff informed that Commissioner about the upcoming Family Wellness Challenge. This free five-week program is designed to get the family focused on fitness and wellness. Details are available

on the City website.

ADJOURNMENT

Commissioner N. Herrera motioned to adjourn the meeting at 7:47 p.m. Commissioner J. Hayes seconded the motion. The motion carried with the following vote:

AYES: S. Richards, J. Hayes, N. Herrera

NOES:

ABSENT: J. Ponce, S. Navarro

ABSTAIN:



AGENDA REPORT

To: Chair Sandie Richards and Commissioners

From: Julian J. Venegas, Director of Recreation and Community Services

Date: April 13, 2021

Subject: Consideration to Adopt a Date to Reorganize the Parks, Wellness and Recreation Commission.

RECOMMENDATION:

It is recommended that the Parks, Wellness and Recreation Commission:

- a. Select a date to conduct the reorganization of the Commission;
- b. Select a process for the reorganization; and
- c. Select a term for the Officers and Liaisons.

BACKGROUND:

1. On March 16, 2009, the City Council established the Parks, Wellness and Recreation Commission (Ord. No. 1586).
2. On November 18, 2019, the City Council amended Article II, (Parks, Wellness and Recreation Commission) of Chapter 54 (Parks and Recreation) of the San Fernando Municipal Code authorizing the Commission to appoint two (2) Cultural Arts Liaisons (Ord. No. 1689).

ANALYSIS:

The Parks, Wellness and Recreation Commission consists of five (5) members each appointed by a different City Councilmember, and two (2) Cultural Arts Liaisons appointed by the Commission. The Commission members have full participation and voting rights, while the Cultural Arts Liaisons act in an advisory capacity to the Commission.

The Commission members shall selected from among themselves two officers, a Chair and a Vice Chair, and the Commission then appoints two Cultural Arts Liaisons. Absent from the ordinance,

is a time-frame for the selection process for the officers and liaisons. Traditionally, the selection of the Chair and Vice Chair ensued when new commissioners were appointed, or when the Chair/Vice-Chair could no longer serve. This process is a bit burdensome on the officers because there is no fix term of service.

Staff recommends that a date be established for the reorganization of the Commission. In addition, the Commission should discuss a process for the reorganization and define the term of office for the elected officers and appointed liaisons. The appointment of the Cultural Arts Liaisons has an application process (Attachment "A") that can be continued. However, the term of the appointment is not specified.

Establishing a procedure for the reorganization of the Parks, Wellness and Recreation Commission will set a precedent for future Commissions to follow.

BUDGET IMPACT:

The action by the Parks, Wellness and Recreation Commission does not affect the Fiscal Year 2020-2021 budget.

CONCLUSION:

It is recommended that the Parks, Wellness and Recreation Commission select a date to conduct the reorganization of the Commission, select a process for the reorganization, and select a term for the Officers and Cultural Arts Liaisons.

ATTACHMENT:

A. Cultural Arts Liaison Appointment Application

CITY OF SAN FERNANDO**BIOGRAPHICAL DATA FOR APPOINTMENT TO CULTURAL ARTS LIAISON**

The information contained on this form is for the Parks, Wellness, and Recreation Commission to fill vacancies for Cultural Arts Liaisons. You are invited to attach additional pages, a copy of your resume, or submit supplemental information which you feel may assist the PWRC in its evaluation of your application.

Biographical forms may be submitted any time during the year and cannot serve on any other City position.

Applicant Name: _____ **Date available to start:** _____

Home Address: _____ **Home Phone:** _____

E-mail: _____

Employer #1: _____ **Employer #2:** _____

Address: _____ **Address:** _____

Phone: _____ **Phone:** _____

Community Service - *List boards, commissions, committees, and organizations on which you are currently serving or have served, offices held and in what city.*

Employment - *Title and duties, current and past.*

Education – *Include professional or vocational licenses or certificates.*

Personal – *Answer "yes" or "no" to the following questions.*

- | | | |
|---|------------|-----------|
| 1. Have you ever worked for the City of San Fernando? (If yes, please list dates/department) | YES | NO |
| 2. Are you related to any employee or appointee of the City of San Fernando? (If yes, please indicate name and relationship.) | YES | NO |
| 3. Are you aware that financial disclosure may be required annually? (e.g. sources of income, loans and gifts, investments, interests in real property.) | YES | NO |
| 5. Have there been or are there now, any personal or business circumstances which might reflect adversely on the propriety of your serving as Cultural Arts Liaison to | YES | NO |

which you might be appointed?

6. Are you aware of the time commitment necessary to fulfill the obligations of the advisory body to which you seek appointment?	YES	NO
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7. What specifically in your background, training, education, or interests qualifies you as an appointee?

8. What do you see as the objectives and goals of the advisory body to which you seek appointment?

9. How would you help achieve these objectives and goals? What special qualities would you bring?

Signature:

Date:

I hereby certify that the following information is correct to the best of my knowledge.

To: Chair Sandie Richards and Commissioners

From: Julian J. Venegas, Director of Recreation and Community Services
By: RCS Staff

Date: April 13, 2021

Subject: Department Programming, Services, Activity and Business Updates

RECOMMENDATION:

It is recommended that the Parks, Wellness, and Recreation Commission:

- a. Receive and file a report updating the programs, services, activity, and business conducted by the Recreation and Community Services Department; and
- b. Provide staff guidance or recommendations, as appropriate.

BACKGROUND:

1. The mission of the Recreation and Community Services Department (RCS) is to develop and implement enriching community, cultural and recreational opportunities that foster the overall well-being and personal development of our community.
2. The Department conducts a wide array of programs, services, activities, and business throughout the year. Staff provides a monthly update on items discussed at the Parks, Wellness and Recreation Commission (PWRC) meeting and welcomes any guidance or recommendations regarding the items presented.

DEPARTMENT UPDATES:

Virtual Programming

Staff continues to engage the community with virtual programming. On the Department's webpage, there are several health and wellness videos and fun activities that parents and children can do together. The table below shows the Department's programming for the month of March:

Activity	Date	Attendance
Lunchtime Trivia - 1960s Musicals	3/5/2021	13
Craft for Seniors	3/11/2021	12
St. Patrick's Day Bingo with HealthNet	3/17/2021	17
Park Loteria	3/19/21	13
Park Bingo	3/24/21	11
Senior Zumba Sponsored by Humana & Optum	3/2/2021 - 3/30/21	16
Chair Zumba Sponsored by SCAN Health Plan	3/4/21-3/24/21	13

Department's Response To Covid-19

San Fernando Residential Food Program Overview:

- Program began in October 2020 as part of the City's Covid-19 response
- Five rounds completed between October 2020 and March 2021
- Total families registered, 330
- Total families served, 492*
- *Each round of distributions served the previous plus the current round of families, with an average of 90-100 families/month picking up their packages
- Families received a box of non-perishable food items plus personal protective equipment and cleaning supplies
- In February we started including oral thermometers and physical barrier kits (upon request)-the physical barrier kit includes a shower curtain, rings and rope
- The next and final distribution for this cycle is scheduled for April 17th, family registration cutoff for Round 6 was April 5th

Flu shots collaborations

- A collaboration with Providence Holy Cross to register seniors 65+ for the Covid-19 vaccine. Staff called 300+ seniors and informed them of the vaccine opportunity offered by Providence Hospital. The initial calls resulted in 39 seniors registering for the vaccine through Las Palmas. Staff is continuing to reach out to those seniors who did not answer or where left a voicemail.
- The Department continues to host the Los Angeles Fire Department's Covid-19 testing and Vaccination Hub at Recreation Park. The site operates Monday thru Saturday from 9:00 am to 5:00 pm. Staff has been trained to make the appointments for the Recreation Park site. Residents can call the Las Palmas Park at 818-898-7340 to request an appointment for a vaccine.
- On April 5, 2021, the Department hosted a Vaccine Pop-up clinic at Las Palmas Park in collaboration with Los Angeles County's Department of Public Health. Staff took registration for vaccines and assisted on the date. A total of 106 vaccines were administered
- Staff is assisting with getting residence registered for the April 14 and April 28 vaccination Pop-up being held by LA CARE at the San Fernando Swapmeet.
- Los Angeles Regional Food Bank distribution was held on Monday, April 5 , 2021 at Las Palmas Park. The program continues to serve seniors age 60 and over on the first Monday of the month at Las Palmas Park. Due to the Covid-19 pandemic participants drive-through to get a free food kit containing nutritious items such as meats, canned fruits, and vegetables, cereals, and grains. The program serves an average of 150 seniors monthly. The next event is scheduled for Monday, May 3, 2021, 9 am-11 am, at Las Palmas Park. For more information on food assistance programs please contact Las Palmas Park at 818-898-7340.

Reopening Efforts

The Department is starting to implement outdoor programming under the guidance and operating protocols of the Los Angeles Department of Public Health (DPH). The recent Public Health Order issued by DPH allows certain outdoor activities to resume. RCS staff is slowly reopening the Departments' facilities to implement safe activities.

- Tennis Courts – The Pioneer Park's tennis courts are open for public use every Tuesday and Thursday between the hours of 3:00 pm and 5:00 pm, then again on Saturdays and Sundays between 10:00 am and 3:00 pm. Reservations are not required for these open play hours.

- Outdoor Fitness - the program is part of the Healthy San Fernando Campaign. The 6-week session started March 8th and runs through April 15th at Las Palmas Park outdoor basketball courts. The classes offered include Zumba- Mondays at 5pm and Total Body Conditioning- Mon-Thu at 8am. The number of participants in Zumba are 8 and 9 for Total Body Conditioning (TBC). Staff is planning for another session to include an evening class of TBC and possibly other classes on Saturday mornings. The Department is considering bringing back the FitPass program. To register for classes, please visit www.sfcity.org/sfrecreation for more details.
- Spring into Health Family Wellness Challenge Update - the program is part of the Healthy San Fernando Campaign. The five-week program began April 3rd and will run through May 1st (incorporating Earth Day and National Fitness Day). This program is a hybrid between virtual and in-person participation. A 15-person maximum can participate in the in-person activities. The goal of the program is to engage families and promote community wellness through various activities such as exercise classes, meditation sessions, cultural presentations and art projects.
- Veterans Recognition Program - The City's Veterans Recognition Program was created to honor and recognize local U.S. Military Veterans that reside (currently or previously) or have a family member that resides in the City of San Fernando. Veteran Banners will be displayed on Maclay Avenue beginning in May and will go down in November. After each cycle, banners will be returned to the applicant. Every year will feature a new banner design. Visit the City website for more information at www.sfcity.org/sfrecreation or call (818) 898-1290.
- Chair Zumba – Our Senior Services staff says Sit and be Fit! Take a seat & get ready for a dance fitness workout! By utilizing a chair, this modified Zumba class provides a low-impact option that is great for seniors and other individuals who are unable to tolerate the rigors of a standard class. The class will feature seated movements that help to improve balance, coordination, and overall strength. Our Senior Zumba Instructor, Joanne Fajardo, teaches this class. This class is free of cost. To register contact Las Palmas Park at (818) 898-7340.

Layne Park Revitalization Project

A community outreach campaign has begun to receive input from residents for the design of the park amenities that are part of the revitalization project. Valley Care Community Consortium (VCCC) is leading the community engagement effort by publicizing the meeting dates in the local newspaper and direct mail. The first meeting is being held virtually while the second and third meetings will be held in-person. The dates of the meetings are as follows:

- April 21, 2021, at 6:30 to 8:00 pm, virtual meeting
- May 12, 2021, at 6:00 to 7:30 pm, in-person meeting
- June 2, 2021, at 6:00 to 7:00 pm, in-person meeting.

Youth Reinvestment Grant Program (Tutčint Youth Empowerment Program)

Tutčint Youth Empowerment's aim is to increase cultural competency, academic success, and reduce recidivism.

- Tutčint started its fourth cohort this month with a total of 23 enrolled and 8 returning youth in the program.
- Youth accessed, on average, 2 services a week consisting of academic support, cultural programming, outdoor environmental stewardship, and also case management services.
- Cultural programming this month focused on the theme of Body/Physical Wellness set on generating healthier thoughts related to Healthy Eating, Look Good Feel Good, Spring Equinox Presentation, Yoga, Watercolor Pencil Painting Workshop, and Spring Break Fun Activities.
- Tutčint case managers and MSW interns continued to assess families for basic needs and provide linkage support for food/local food drives, utility and housing assistance programs, including Pukúu One Stop Emergency Services (OSES), and referrals to local COVID-19 testing sites.
- Our estimated services for the month is at 85, which includes families and youth accessing academic tutoring, cultural programming, and case management services to divert youth for the month of March, 2021.

BUDGET IMPACT:

The programs, services, activity, and business updates in this report are part of the Department's general operating plan and do not impact the FY 2020-2021 budget.

CONCLUSION:

It is recommended that the Parks, Wellness, and Recreation Commission receive and file the Department Update Report and provide any guidance or recommendations as appropriate.