



CHAIR JASON HAYES  
VICE CHAIR JOE PONCE  
COMMISSIONER NINA HERRERA  
COMMISSIONER ROBERT GONZALES  
COMMISSIONER VACANT

## PARKS, WELLNESS, AND RECREATION COMMISSION

### REGULAR MEETING NOTICE AND AGENDA

JUNE 14, 2022 – 6:30 PM

CITY HALL COUNCIL CHAMBER  
117 MACNEIL STREET

SAN FERNANDO, CALIFORNIA 91340

TELECONFERENCE – PURSUANT TO PROVISIONS OF ASSEMBLY BILL 361

#### **SPECIAL NOTICE REGARDING COVID-19**

**NOTICE OF TELECONFERENCE:** Pursuant to Adopted Resolution No. 8098 by the City Council of the City of San Fernando, effective January 12, 2022, the City of San Fernando's Legislative Bodies may participate via teleconference and/or video in Accordance with Government Code Section 54953 as permitted under the provisions of Assembly Bill 361

#### **PUBLIC PARTICIPATION OPTIONS**

- 1. WATCH THE MEETING:** Live stream with audio and video, via YouTube Live, at: <https://www.youtube.com/c/CityOfSanFernando> Note: Comments submitted via YouTube will not be read into the record.
- 2. SUBMIT PUBLIC COMMENT IN PERSON:** Members of the public may provide comments in the City Council Chambers during the Public Comments section of the Agenda by submitting a comment card to the Board Secretary.
- 3. SUBMIT PUBLIC COMMENT VIA EMAIL:** Members of the public may submit comments by email to [LMoreno@sfcity.org](mailto: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 Commissioners and read into the record.
- 4. 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.

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## **CALL TO ORDER/ROLL CALL**

Chair Jason Hayes  
Vice-Chair Joe Ponce  
Commissioner Nina Herrera  
Commissioner Robert Gonzales  
Commissioner Vacant

## **PLEDGE OF ALLEGIANCE**

Led by Chair Jason Hayes

## **APPROVAL OF AGENDA**

## **OATH OF OFFICE**

Welcome and Administration of the Oath of the Office to Incoming Parks, Wellness and Recreation Commission Member: Natasha Sanchez-Brooks

## **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 [provide comments in the City Council Chambers](#) during the Public Comments section of the Agenda by submitting a comment card to the Board Secretary.

Members of the public may submit comments by email to [LMoreno@sfcity.org](mailto: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 Commissioners and read into the record.

Members of the public may provide a [live public comment by calling in between 6:30 p.m. and 6:45 p.m.](#) and will be limited to three minutes.

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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 MINUTES OF APRIL 12, 2022 – REGULAR MEETING**

### **ADMINISTRATIVE REPORTS**

#### **2. DEPARTMENT PROGRAMS AND SERVICES UPDATE**

#### **3. LAYNE PARK REVITALIZATION PROJECT**

#### **4. LAS PALMAS PARK REVITALIZATION PROJECT**

#### **5. DISCUSSION REGARDING ADDING OF EQUIPMENT BOXES AT LAS PALMAS PARK**

### **GENERAL COMMISSION COMMENTS**

### **STAFF COMMUNICATION**

### **ADJOURNMENT**

*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: June 10, 2022 (5:00 PM)*

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*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](http://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](http://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  
REGULAR MEETING MINUTES**

**April 12, 2022  
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 Jason Hayes called the meeting to order at 6:30 p.m.

The following persons were recorded as present:

PRESENT: Chair Jason Hayes  
Vice Chair Joe Ponce  
Commissioner Nina Herrera  
Commissioner Robert Gonzales

ABSENT: None

ALSO PRESENT: Recreation and Community Services  
Director, Julian Venegas  
Gerardo Marquez, Associate Planner  
Admin. Assistant, Linda Bowden-Moreno

**PLEDGE OF ALLEGIANCE**

Chair Jason Hayes led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Motion by Commissioner N. Herrera, seconded by Vice Chair J. Ponce, to approve the agenda. The motion passed unanimously.

**OATH OF OFFICE**

Linda Bowden-Moreno, Admin. Assistant administered the Oath of Office to Commissioner Robert Gonzales.

**PUBLIC STATEMENTS – WRITTEN/ORAL**

No public statements

**CULTURAL ARTS LIASON REPORT**

No update at this time.

**APPROVAL OF MINUTES**

Commissioner J. Ponce motioned to approve the minutes for the February 8, 2022 Parks, Wellness & Recreation Commission meetings. Commissioner N. Herrera seconded the motion. The motion carried with the following vote:

AYES: J. Hayes, N. Herrera, J. Ponce

NOES:

ABSENT: R. Gonzales

ABSTAIN:

**ADMINISTRATIVE REPORTS**

- 1. CONSIDERATION TO APPROVE ART MURAL PERMIT 2021-211** – The Mural Ad Hoc Committee had the opportunity to meet with the artist and applicant. Per Chair Hayes, the Ad Hoc is in agreement to support this mural application permit.

The applicant and artist joined the meeting via ZOOM to answer any questions Commissioners may have.

Commissioner R. Gonzales inquired about opportunities for youth education or community engagement regarding this art mural. Commissioner Gonzales commented on the great work this artist has previously completed.

Commissioner R. Gonzales motioned to approve Art Mural Permit PR 2021-211. Commissioner J. Ponce seconded the motion. The motion carried with the following vote:

AYES: J. Hayes, R. Gonzales, N. Herrera, J. Ponce

NOES:

ABSENT:

ABSTAIN:

- 2. DEPARTMENT PROGRAMS AND SERVICES UPDATE**– Programming is now up and running at just about 100% of all programming. The Department continues of to collaborate with CORE at Recreation Park offering COVID-19 vaccines and testing. In addition, the Department continues to partner with the Dept. Public Health and Elements Pharmacy to offer an additional vaccine site at Las Palmas Park. Current programs in operation are the Senior Club (meetings and dances), fitness classes, and sports. The LA Food Bank continues to distribute drive-through food kits on the first Monday of each month, except holidays, for seniors age 60 and over. This program serves approximately 150 seniors monthly.

The City has collaborated with Youth Evolution to offer various youth sports clinics in an effort to re-energized youth sports in the City. Other sports programs include Mission City Baseball, tennis and youth summer basketball.

Commissioner Gonzales recommended adding equipment box containers for the Mission City Baseball and recommended that Public Works ensure the dugouts are kept clean.

Vic Chair Ponce had questions regarding identifying a funding source for baseball equipment boxes.

The infiltration project at Recreation Park is set to begin soon and will impact adult sports programming that requires use of the fields.

Commissioner Gonzales would like to bring back adult co-ed kickball in the future.

Additional updates provided on the Family Hiking Program, Lopez Adobe tours, senior programs and upcoming community events. All information is available on the City website or by calling the main office at (818) 898-1290.

- 3. LAYNE PARK REVITAILZATION PROJECT**–J. Venegas reported that the contractor is finalizing the design. Once the design is approved by City Council, an RFP will go out to begin the construction phase on this project.

Commissioner Gonzales discussed concerns pertaining to chemical odors from the businesses surrounding Layne Park. Discussion ensued on possible options to alleviate the chemical odors.

Staff discussed the studies conducted and the options available to address this matter.

4. **TUTCINT YOUTH EMPOWERMENT PROGRAM** –this program continues to meet on Tuesday and Thursday evenings at Las Palmas Park to assist youth ages 13 to 17. The program is free and offers services to assist with homework, mental health support, outings and more. Anyone interested in this program can obtain more details on the City website or by calling Las Palmas Park at 818-898-7340.

#### **GENERAL COMMISSION COMMENTS**

Commissioner Herrera asked about the status of the Theatre Program. Chair J. Hayes reported that this program was on a temporary hold, however, there are plans to bring this program back.

Commissioner Herrera inquired about upcoming park clean-ups.

Commissioner Ponce welcomed and congratulated Commissioner Gonzales.

Commissioner Gonzales expressed his appreciation to this Commission and staff. He also congratulated the mural artist for the approval of the mural permit.

Commissioner Hayes thanked everyone for all the hard work and reported that he will not be available to attend next month's meeting due to a work commitment.

#### **STAFF COMMUNICATION**

Staff thanked City Engineer, Manuel Fabian, for his support in assisting staff with the audio/visual technology of these meetings.

#### **ADJOURNMENT**

With no further business at hand, Chair J. Hayes adjourned the meeting at 7:33 p.m.





**To:** Chair Jason Hayes and Commissioners

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

**Date:** June 14, 2022

**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) meetings and welcomes any guidance or recommendations regarding the items presented.

**DEPARTMENT UPDATES:**

Virtual Programming

The Department has now fully transitioned from virtual activities to in-person programming. The only virtual programming available is a series of self-help Wellness video's available on the City website.

### Department's Response to Covid-19

The Department's involvement and response to the Covid-19 include:

- The Department continues to collaborate with Community Organized Relief Effort (CORE) who is currently providing Covid-19 testing and Vaccinations at Recreation Park. CORE's hours of operations are:
  - Monday-Saturday 8:00 am – 4:00 pm
- The Los Angeles County Department of Public Health in conjunction Elements Pharmacy hosted a Vaccine Pop Up Clinic for all of the Covid-19 Vaccines including Boosters at Las Palmas Park beginning April 28<sup>th</sup>. The last date for vaccines will be June 16<sup>th</sup>.
- The Los Angeles Regional Food Bank continues to provide free food kits containing nutritious items such as meats, canned fruits and vegetables, cereals, and grains. The last distribution was held on Monday, June 6, 2022, at Las Palmas Park. The next distribution will be on Monday, July 18, 2022. The program serves seniors age 60 and over. The program serves an average of 150 seniors monthly. For more information on food assistance programs please contact Las Palmas Park at 818-898-7340.

### Programs and Services

The RCS Department provides a variety of programming and services for the San Fernando community. All Los Angeles County Department of Public Health protocols and Best Practices guidelines for operating recreational facilities are strictly adhered to. Safety is the top priority for RCS staff when conducting activities for the community. All program participants and park visitors are made aware of safety guidelines being implemented to reassure patrons feel safe while participating in the Department's programs.

Youth Sports:

#### **Mission City Baseball All Stars**

- MCB will send two teams to the Pony All Stars this year. One team from the Shetland Division (5-6) and a Pinto Division (7-8) team have been entered in the program. Teams are practicing at Las Palmas Park and tournaments are scheduled to begin at the end of June, early July.

#### **MCB Summer Clinic**

- Mission City Baseball is partnering with Game Speed Athletics once again to offer a 4- week summer clinic for youth ages 3-14. The program will begin on July 18<sup>th</sup> and will focus on teaching fundamental concepts and techniques by using activities that build on each other and help gradually increase the participant's ability to play the sport all while having fun. The cost is \$65 City Residents/\$70 Non-City Residents.

### **Sports Clinics**

- The Department is offering soccer and basketball clinics in conjunction with Evaluation Sports. The clinics are instruction teaching the fundamentals of the sports. Youth ages 3.5 to 11 may register for the summer session by visiting [SFcity.org/sfrecreation](http://SFcity.org/sfrecreation) or calling 818-898-1290.

### **Youth Basketball Summer 2022**

- The summer league will run June through August with weekday practices and games on Saturdays. Interested participants can continue to enroll through the end of June and will be placed on a team at the discretion of the RCS sport staff. The cost is \$70 City Residents/\$80 Non-City Residents.

### **Summer Day Camp**

- Day Camp will run from June 20, 2022 through August 12, 2022 for children ages 5-13 at a cost of \$125.00 per week. Each week will have a different theme trips and fun activities. The Summer Day program will be housed at Recreation Park located at 208 Park Avenue.

### **The 3 Wins Program**

This program offers free exercise classes at Recreation Park from 8:15-10:30 am on Monday, Wednesday and Friday. The program promotes health and wellness. There are approximately 80 participants in the program.

### **Leisure Classes**

- Senior Music, Line Dance, and Folklorico Classes are offered at Las Palmas Park.

### **Family Activities:**

- Lopez Adobe Guided tours
  - Tours are held on the fourth Sunday of the month between 9:00 am and 1:00 pm.
- Family Camping
  - Overnight Camping Excursion for families on July 16 at Rudy Ortega Park. All camping equipment and supplies will be provided to families. The Tataviam Tribe will be on site to provide an educational lesson on the history of the land.

### **Senior Programming**

From leisurely fitness classes to day trips, the Community Services Division offers a variety of activities for seniors to choose from. Las Palmas Park serves as a gathering place for seniors to enjoy socialization, excursions and dances. Listed are the activities offered for the senior community for May:

ACTIVITY	TOTAL NO. OF PARTICIPANTS
MALIBU LAGOON	30
TECH. WEDNESDAY	3
WALKABLE WEDNESDAY	88
CHAIR ZUMBA	56
PARK BINGO	36
TALLER DE DEPRESSION	N/A
FOLKLORICO	68
SENIOR MUSIC CLASS	12
MMAP	108
ADVISORY BOARD MEETING	3
CRAFTY LADIES	60
MUSIC PRACTICE GROUP	30
BILLIARDS	155

**Community Events**

Citywide special events provide festivities and entertainment for the entire family. Upcoming special events include:

4 <sup>th</sup> of July Celebration	July 2, 2022	6:00 pm – 9:30 pm
Campana de la Libertad	July 30, 2022	3:00 pm – 5:00 pm

Layne Park Revitalization Project

The City released a Notice Inviting Bids for the construction of this project on May 16, 2022. Proposals will be accepted through June 16, 2022. Once the contractor is selected, the Department will plan a groundbreaking ceremony. construction is expected to take 120 days.

**BUDGET IMPACT:**

The programs, services, activity, and business updates in this report are part of the Department’s work plan and funds have been allocated for such work in the FY 2021-2022 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.



## AGENDA REPORT

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**To:** Chair Jason Hayes and Commissioners

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

**Date:** June 14, 2022

**Subject:** Discussion Regarding Installation of Equipment Boxes at Las Palmas Park

### **RECOMMENDATION:**

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

- a. Receive and file a report regarding the installation of equipment boxes at Las Palmas Park; and
- b. Provide staff with direction as appropriate.

### **BACKGROUND:**

On April 12, 2022, the Parks, Wellness, and Recreation Commission discussed the possibility of installing equipment boxes adjacent to the ball diamonds at Las Palmas Park. The Commissioners directed staff to provide costs and recommendations for the installation of the equipment boxes.

### **ANALYSIS:**

The Recreation and Community Services Department was able to re-establish a youth baseball program known as Mission City Baseball at Las Palmas Park after a three-year hiatus. The program began its season on March 12, 2022, and ended play on May 11, 2022. The program accomplished its goal of rebuilding the youth baseball program. However, there is room for improvement in regards to making the ball diamond more user-friendly.

The program relies on volunteer coaches and parents to prep the fields for play. Currently, all field prep equipment is kept in a large storage container in the parking lot. Volunteers have to lug bases, draggers, water hoses, etc. from a container to the fields, which are some distance away. The Parks, Wellness, and Recreation Commission directed staff to research the possibility of installing equipment boxes on the fields.

RCS staff inquired about the cost to purchase and install three equipment boxes on baseball diamonds. The cost would be approximately \$5,681 with an additional estimated cost of \$1,175 for taxes and shipping. There is a possibility that the league will start up again in September 2022 for the fall program. The Department did not budget for this cost and would need to identify another funding source to purchase the ball boxes.

Las Palmas Park has received grant funds to renovate the park, and the baseball diamonds are included in that renovation project. Staff recommends that the installation of the equipment boxes be part of the design elements of the Las Palmas Park ball diamond renovations. A Focus Group was held on May 14, between 10:00 am and 1:00 pm to kick off the community engagement for the Las Palmas Park Revitalization Project. Another meeting is scheduled for Thursday, June 16 at 6:30 pm, at the same location.

**BUDGET IMPACT:**

There is no budget impact to receive and file the update on the installation of equipment boxes report.

**CONCLUSION:**

It is recommended that the Parks, Wellness, and Recreation Commission receive and file a report regarding the installation of equipment boxes at Las Palmas Park and provide staff with direction as appropriate.