



CHAIR JASON HAYES  
COMMISSIONER JOE PONCE  
COMMISSIONER NINA HERRERA  
COMMISSIONER ROBERT GONZALES  
COMMISSIONER NATASHA SANCHEZ-BROOKS

## PARKS, WELLNESS, AND RECREATION COMMISSION REGULAR

### MEETING NOTICE AND AGENDA

**DECEMBER 13, 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  
Commissioner Joe Ponce  
Commissioner Nina Herrera  
Commissioner Robert Gonzales  
Commissioner Natasha Sanchez-Brooks

## **PLEDGE OF ALLEGIANCE**

Led by Chair Jason Hayes

## **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 [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.

**Call-in Telephone Number:** (669) 900-6833  
**Meeting ID:** 986 1620 1615  
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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 PARKS, WELLNESS AND RECREATION COMMISSION MEETING MINUTES FOR:**
  - a. JULY 12, 2022 – REGULAR MEETING**
  - b. SEPTEMBER 13, 2022 – REGULAR MEETING**

### **ADMINISTRATIVE REPORTS**

- 2. DISCUSSION REGARDING POTENTIAL COMMISSION ACTION ITEMS**
- 3. DISCUSSION AND UPDATES REGARDING THE PARK RENOVATION PROJECTS**
- 4. DISCUSSION REGARDING DEVELOPING A COMMUNITY THEATRE PROGRAM**
- 5. DEPARTMENT PROGRAMS AND SERVICES UPDATE**

### **STAFF COMMUNICATION**

### **GENERAL COMMISSION COMMENTS**

### **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.*

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*Linda Bowden-Moreno, Administrative Assistant*

*Signed and Posted: December 9, 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.*

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

**July 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 6:31 p.m.

The following persons were recorded as present:

PRESENT: Chair Jason Hayes  
Commissioner Robert Gonzales  
Commissioner Joe Ponce

ABSENT: Commissioner Nina Herrera  
Commissioner Natasha Sanchez-Brooks

ALSO PRESENT: Recreation and Community Services  
Director, Julian Venegas  
Recreation Supervisor, Maribel Perez  
Admin. Assistant, Linda Bowden-Moreno  
Recreation Leader, Daisy Veronica

**PLEDGE OF ALLEGIANCE**

Chair J. Hayes led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Motion by Commissioner J. Ponce, seconded by Commissioner Robert Gonzales, to approve the

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agenda. The motion passed unanimously.

### **PUBLIC STATEMENTS – WRITTEN/ORAL**

No public statements

### **CULTURAL ARTS LIASON REPORT**

Cultural Arts Liaison, Raul Herrera, provided a report on the meeting on the San Fernando Cultural Arts Collective in preparation for the upcoming Day of the Dead festival in terms of coordinating activities, food, entertainment, etc.

The Aztec Dancers have resumed in-person practice at Las Palmas Park on Thursday evenings.

Mesoamerican Ballgame team has also resumed practice in preparation to represent the U.S. at an international tournament in Xcaret, Mexico

Cultural Arts Liaison, Javier Verdin, reported that Folklorico classes have also resumed practice at Las Palmas Park. Mr. Verdin also reported that the Fourth of July event held on Saturday, July 2<sup>nd</sup> was a great turnout and thanked everyone involved who made this celebration a great success.

Chair Hayes concurred that the Fourth of July event was indeed a great time.

The Chair inquired about the location of the Day of the Dead festival. Mr. Herrera reported that the Day of the Dead portion of the event would take place on Macneil St. and Third Street.

### **APPROVAL OF MINUTES**

Commissioner J. Ponce moved to approve the minutes for the June 14, 2022, Parks, Wellness & Recreation Commission meeting. Motioned was seconded by Commissioner R. Gonzales. The motioned carried.

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

NOES:

ABSENT: N. Herrera, N. Sanchez-Brooks

ABSTAIN:

### **ADMINISTRATIVE REPORTS**

1. **ANNUAL REORGANIZATION - SELECTION OF CHAIR AND VICE CHAIR FOR THE PARKS, WELLNESS AND RECREATION COMMISSION** – Julian Venegas discussed the annual Commission reorg now that the Commission is at full membership.

Commissioner J. Ponce moved to table this item due to the absence of two Commissioners.

Motioned was seconded by Commissioner R. Gonzales. The motioned carried.

2. **REVIEW OF ROSENBERG’S RULES OF ORDER**—J. Venegas recommended this item get tabled to the next meeting when all Commissioners are in attendance.

Commissioner J. Ponce moved to table this item to the next meeting. Motioned was seconded by Commissioner R. Gonzales. The motioned carried.

3. **DEPARTMENT PROGRAMS AND SERVICES UPDATE**— J. Venegas provided the Commission a report with updates on the Department’s programs, activities and events.

The new scholarship program for City residents was introduced to the Commission. This program will cover 50% of the cost of any program or activity for City residents.

Commissioner R. Gonzales had questions regarding how participants can qualify for this program. He also recommended that staff monitor this program to see if any issues arise with qualifying for the scholarship.

Maribel Perez provided an update on youth sports programs such as basketball, baseball clinics and Fall Ball, which is now open for registrations.

Adult softball is on hold for the time being as there is no field available, basketball is planned to resume in the spring of next year, and volleyball open nights is planned to resume for open play. The tennis program has also resumed at Pioneer Park on Saturdays.

Leisure classes currently in progress are Folklorico Dance, Aztec Dance, Karate, Line Dance and fitness and health classes such as 3Wins.

The Lopez Adobe reopened for tours in May. Guided tours are available on the fourth Sunday of the month. A research library will be coming soon to Las Palmas Park. An intern has been working to take inventory and clean out the storage room containing artifacts. Items determined not to be of historical significance will be sold at a rummage sale to raise funds for this project. A book-signing event for the published memoirs authored by a descendant of the Lopez Family will be planned in the near future.

Other activities currently in progress include the Summer Day Camp at Recreation Park, the Senior Meal Program at Las Palmas Park, the Father’s Day event, Walkable Wednesday 5K Challenge, and an update on the Fourth of July celebration was discussed.

Commissioner R. Gonzales recommended offering scholarship opportunities to families who are in need financial assistance for the Day Camp program and field trips. He further commented on how

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successful the Fourth of July event was this year.

Upcoming events include an overnight Camping Event at Rudy Ortega Park, La Campana De Libertad event including a presentation by Assemblywoman Luz Rivas for renovation funds to repair Eighth Street Park, and the Movies in the Parks series.

### **GENERAL COMMISSION COMMENTS**

Commissioner Gonzales thanked staff for all the programs and activities. He also expressed how glad he was to see both Cultural Arts Liaisons.

Commissioner Ponce also thanked staff for all their hard work. He also reported having heard from several residents that the phone number advertised to report illegal fireworks in the City went unanswered.

Chair Hayes commented that he also called to report illegal fireworks as pets and veterans in the City are greatly affected by loud sounds. These calls went unanswered.

Commissioner Hayes announced that Theatre Program may be pushed back to September due restructuring. More details on this program will be announced.

### **STAFF COMMUNICATION**

J. Venegas shared the SFPD Chief's report at the last council meeting indicating that SFPD responded to numerous calls regarding fireworks. Citations were issued and 96 lbs. of illegal fireworks were confiscated.

### **ADJOURNMENT**

Commissioner J. Ponce moved to adjourn the meeting. Motioned was seconded by Commissioner R. Gonzales. Meeting adjourned at 7:15 p.m.



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

**September 13, 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 6:31 p.m.

The following persons were recorded as present:

PRESENT:	Chair Jason Hayes Commissioner Nina Herrera Commissioner Natasha Sanchez-Brooks Commissioner Robert Gonzales
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ABSENT:	Commissioner Joe Ponce
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ALSO PRESENT:	Recreation and Community Services Director, Julian Venegas Recreation Supervisor, Maribel Perez Admin. Assistant, Linda Bowden-Moreno Recreation Leader, Daisy Veronica
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**PLEDGE OF ALLEGIANCE**

Chair J. Hayes led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Motion by Commissioner N. Herrera, seconded by Commissioner N. Sanchez-Brooks, to approve the agenda. The motion passed unanimously.

**PUBLIC STATEMENTS – WRITTEN/ORAL**

No public statements

**CULTURAL ARTS LIASON REPORT**

No update or report

**APPROVAL OF MINUTES**

Commissioner R. Gonzales moved to table the minutes for the July 12, 2022, Parks, Wellness & Recreation Commission meeting due to lack of quorum. Motioned was seconded by Commissioner N. Herrera. The motioned carried.

AYES: J. Hayes, N. Herrera, N. Sanchez-Brooks  
R. Gonzales

NOES:

ABSENT: J. Ponce

ABSTAIN:

**ADMINISTRATIVE REPORTS**

1. **ANNUAL REORGANIZATION - SELECTION OF CHAIR AND VICE CHAIR FOR THE PARKS, WELLNESS AND RECREATION COMMISSION** – The Commission discussed tabling this item to a future date.

Commissioner R. Gonzales moved to table this item to the January meeting.

Motioned was seconded by Commissioner N. Herrera. The motioned carried.

2. **REVIEW OF ROSENBERG’S RULES OF ORDER**—Discussion ensued regarding postponing this item to a future date.

Commissioner N. Herrera moved to table this item to the January meeting. Motioned was seconded by Commissioner R. Gonzales. The motioned carried.

3. **DEPARTMENT PROGRAMS AND SERVICES UPDATE**– J. Venegas provided the Commission a detailed report with updates on the Department’s programs, activities and events.

Upcoming activities and events include the Winter Day Camp, the Lopez Adobe Book Signing, the San Fernando Valley Mile Run, and the Holiday Tree Lighting.

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Maribel Perez provided an update on the upcoming book signing and rummage sale at the Lopez Adobe. She conducted a show-and-tell of some of the items that will be available for purchase at the rummage sale.

Commissioner R. Gonzales recommended offering scholarship opportunities to families who are in need financial assistance for the Day Camp program and field trips. He further commented on how successful the Fourth of July event was this year.

Chair J. Hayes had questions regarding the Covid-19 vaccines and booster shots offered at Recreation Park.

Commissioner R. Gonzales had questions regarding how participants can qualify for the scholarship program. He also recommended that staff monitor this program to see if any issues arise with qualifying for the scholarship.

Commissioner Sanchez-Brooks had questions regarding the outreach and marketing efforts for the Lopez Adobe book signing and rummage sale.

Commissioner Gonzalez commented on sharing the information on the poster board displayed at the Lopez Adobe that outlines the history of the street names in the City of San Fernando. This would be a great educational piece of history to share with the community.

Commissioner Sanchez-Brooks inquired about availability of aquatic exercises at the pool facility. Commissioners Hayes and Gonzalez support the need make aquatic exercises available to community.

Chair J. Hayes inquired about the registration process for the San Fernando Valley Mile Run and inquired about outreach and marketing of the upcoming events.

### **GENERAL COMMISSION COMMENTS**

Commissioner Sanchez-Brooks introduced several items to be agenized for discussion. The items included bike path maintenance, security and lighting, a community garden, a dog park, and an all abilities playground. Staff will add these items to the agenda for the upcoming meeting.

Chair J. Hayes reported that he is not available to attend October's meeting due to a work commitment.

### **STAFF COMMUNICATION**

Staff reported on a couple of free classes that will be beginning at Las Palmas Park

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in September. A six-week arthritis class and an English class to learn the basics of the English language. Registration is available at Las Palmas Park.

**ADJOURNMENT**

Commissioner N. Herrera moved to adjourn the meeting. Motioned was seconded by Commissioner N. Sanchez-Brooks. Meeting adjourned at 7:21 p.m.



## AGENDA REPORT

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**To:** Chair Jason Hayes and Commissioners

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

**Date:** December 13, 2022

**Subject:** Discussion Regarding Potential Commission Action Items

### **RECOMMENDATION:**

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

- a. Discuss the items introduced at the September 13, 2022 Parks, Wellness, and Recreation Commission meeting that may potentially develop into action items; and
- b. Provide staff with direction as appropriate.

### **BACKGROUND:**

1. The San Fernando City Council created the Parks, Wellness, and Recreation Commission (PWRC) to advise and make recommendations to the City Council on matters related to the operation and implementation of programs, services, and facilities of the Recreation and Community Services Department.
2. Article II, PARKS, WELLNESS AND RECREATION COMMISSION Sections 54-28 – 54-67 of the City's Municipal Code (Attachment "A") govern the actions of the PWRC. In particular, sections 54-63 on "Powers and Duties", provides a guide on how the PWRC should make recommendations to the City Council for consideration.
3. On September 13, 2022, Commissioner Sanchez-Brooks introduced several items to be agenzized for discussion. The items include maintenance, security and lighting at the bike path, a community garden, a dog park, and an all abilities playground.

### **ANALYSIS:**

#### Mission City Trail-Bike Path

Although the Mission City Trail Bike Path is a recreation feature in the City, maintenance of the

path falls under the direction of the Public Works Department. The Public Works Department has recently invested more department staff resources to address safety and cleanliness issues along the trail. Public Works plans to install solar lighting along the 1.4 mile bike trail to enhance safety.

Metro has a plan to build the North San Fernando Valley Transit Corridor Project that will improve east-west transit service in the North San Fernando Valley. The Mission City Trail will run along this corridor, which restricts the building of any permanent structure along the trail.

### Community Garden

The Parks and Recreation Master Plan adopted by City Council in 2018 identifies several park facilities needed in the City. However, the plan also reported that the City of San Fernando is a built-out community, which hinders the development of new park space for recreational programming.

The scarcity of land to build a new recreation facility is challenging, but building on existing city land may be an option for new park programming. Depending on the size of a proposed community garden, the PWRC may look at existing parkland for a community garden project.

The PWRC must take into account how a community garden project would be funded. Several NGO's earmark grant funds toward community garden projects. However, those grants are highly competitive and require considerable staff resources needed for the application process. Most grants require community input that is incorporated into the application.

### Dog Park

At the August 8, 2022 City Council meeting, staff was directed to look at the possibility of building a dog park in the City. This directive was expanded at the October 3, 2022 City Council meeting, to include the possibility of building other park developments and updating the Parks and Recreation Master Plan. The goal is to determine if the Parks and Recreation Master Plan still meets the needs of the community.

Staff will be developing a Request for Proposals for consulting services to assist the Recreation and Community Services Department in updating the Parks and Recreation Master Plan. The possibility of building a community garden and a dog park will both be investigated. A major component of updating the Parks and Recreation Master Plan will be gathering input from residents, stakeholders, and user groups through the community engagement process.

All Abilities Playground

The Recreation and Community Services Department is addressing the ADA accessibility issue for all of the park playgrounds. Three park renovation projects include a modification to an existing playground or bundling new playgrounds that are all abilities accessible. The park renovations that address ADA accessibility are the Layne Park Revitalization Project, the Las Palmas Revitalization Project, and the Pioneer Park Playground Renovation Project.

**BUDGET IMPACT:**

There is no budget impact for discussing the items introduced at the September 13, 2022 PWRC meeting. However, as cited in Article II, section 54-67 of the City Municipal Code, “Neither the Commission nor any person connected with the Commission shall incur any financial liability in the name of the City.”

Any projects, programs special events, or cultural activity recommended to City Council shall be accompanied by identified outside funds subject to City Council approval for implementing the Commission’s recommendation.

**CONCLUSION:**

It is recommended that the Parks, Wellness, and Recreation Commission discuss the items introduced at the September 13, 2022, PWRC meeting and provide staff with direction as appropriate.

**ATTACHMENT:**

A. Copy of Article II, section 54-67, of the City Municipal Code

**Secs. 54-28—54-55. Reserved.**

***ARTICLE II. PARKS, WELLNESS AND RECREATION COMMISSION<sup>1</sup>***

**Sec. 54-56. Created.**

There is created and established a recreation and community services commission in and for the city, which shall be known as the "San Fernando Parks, Wellness and Recreation Commission." For purposes of this article, the capitalized word "commission" shall hereinafter refer to said San Fernando Parks, Wellness and Recreation Commission or the recreation and community services commission.

(Ord. No. 1586, § 4, 3-16-2009; Ord. No. 1689, § 3, 11-18-2019)

**Sec. 54-57. Composition and appointment of members; cultural arts liaisons.**

- (a) The commission shall consist of five members, with full participation and voting rights. Each member shall be appointed by a different appointing councilperson, with such appointment to be ratified by the city council in accordance with the provisions of Government Code § 54974. Such members of the parks, wellness and recreation commission shall be registered voters and city residents.
- (b) The commission may also appoint a maximum of two persons to serve as cultural arts liaisons. The cultural liaisons: (i) shall serve in advisory capacity to the commission only; (ii) shall serve at the pleasure of the commission and the city council and may be removed and replaced at any time with cause or without cause by majority of either the commission's or the city council's full membership; (iii) shall not be considered members of the commission and shall have no right to vote on commission business; (iv) shall attend such meetings of the commission as may requested by the commission; and (v) may include nonresidents of the city. The commission reserves the right to develop such additional criteria for the appointment of cultural liaisons provided that such additional criteria is not in conflict with federal or state law, this Code or such other policies of the city as may be established and from time-to-time amended by the city council.

(Ord. No. 1586, § 4, 3-16-2009; Ord. No. 1689, § 3, 11-18-2019)

**Sec. 54-58. Officers.**

The commission's members shall select from among themselves commissioners who will serve in the capacity of chair and vice chair for the commission. In the absence of the chair and vice, any other member shall call the commission to order, whereupon a chair shall be selected from the members present to preside for that meeting. Cultural arts liaisons may not serve as chair, vice chair or any other commission officer.

(Ord. No. 1586, § 4, 3-16-2009; Ord. No. 1689, § 3, 11-18-2019)

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<sup>1</sup>Editor's note(s)—Ord. No. 1586, § 4, adopted Mar. 16, 2009, repealed the former Art. II, §§ 54-56—54-66, and enacted a new Art. II as set out herein. The former Art. II pertained to recreation and community services commission and derived from Code 1957, §§ 2.65, 2.66, §§ 2.69—2.74, §§ 2.76—2.78.

Cross reference(s)—Boards, commissions, committees, agencies and authorities, § 2-401 et seq.



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## **Sec. 54-59. Compensation of members.**

The council shall fix the amount of compensation, if any, to be paid to commission members. Commissioners may not be compensated for any meetings or gatherings of the commission other than regular meetings of the commission.

Cultural arts liaisons shall not receive any compensation for their service as cultural liaisons.

(Ord. No. 1586, § 4, 3-16-2009; Ord. No. 1689, § 3, 11-18-2019)

## **Sec. 54-60. Meetings generally.**

By resolution of the commission, the commission may establish a regular meeting schedule, provided that the commission shall schedule no more than one regular meeting each month. No meeting may be convened if city support staff is unavailable to participate in such meeting. Any adjourned meeting or special meeting requested by the commission shall be subject to the approval of the city manager based on the availability of city support staff to participate in such additional meetings. All meetings shall be subject to the provisions of the Ralph M. Brown Act (Government Code § 54950 et seq.).

(Ord. No. 1586, § 4, 3-16-2009; Ord. No. 1689, § 3, 11-18-2019)

## **Sec. 54-61. Quorum.**

Three members of the commission shall constitute a quorum for the transaction of business, but a lesser number may adjourn from time to time for want of a quorum until a quorum can be obtained. Cultural arts liaisons shall not be counted to constitute a quorum.

(Ord. No. 1586, § 4, 3-16-2009; Ord. No. 1689, § 3, 11-18-2019)

## **Sec. 54-62. Absence from meetings.**

- (a) Absence from three consecutive regular meetings of the commission by a member without the prior consent of the commission shall constitute an abandonment of the office and the absent commissioner's seat on the commission shall be deemed vacated. The vacancy thus created shall thereafter be filled by appointment by the city councilmember so assigned of a successor to fill the unexpired term of office.
- (b) Absence from three regular meetings of the commission in a 12-month period by a member without consent of the commission or absence from four regular meetings of the commission within a 12-month period by a member with the consent of the commission shall be deemed to constitute a retirement of such member, and the office shall become vacant. The vacancy thus created shall thereafter be filled by appointment by the city councilmember so assigned of a successor to fill the unexpired term of office. The city council shall comply with the provisions of Government Code § 54974 before filing any vacancy.

(Ord. No. 1586, § 4, 3-16-2009; Ord. No. 1689, § 3, 11-18-2019)

## **Sec. 54-63. Powers and duties generally.**

The powers and duties of the commission shall be:

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- (1) Initiating studies, investigations and surveys and making recommendations to the city council relative to the creation, operation, maintenance, management and control of the community recreation programs of parks, playgrounds and indoor and outdoor recreational activities.
  - (2) Subject to the prior approval of the city council, adopting by resolution, rules and regulations not inconsistent with this Code and city ordinances, for the maintenance, improvement, use and operation of the parks, playgrounds, bathing facilities, recreation centers and other similar facilities of the city. A complete file of such rules and regulations shall be maintained in both the city clerk's office and that of the director of recreation and community services, with resolutions in the customary form and numbered numerically.
  - (3) Participate in the development of a master plan for all parks and playgrounds owned and operated by the city and, upon approval of the plans by the city council, working consistently toward the achievement of the plan and for the improvement of the plan as originally approved.
  - (4) Initiating studies, investigations and surveys and making recommendations to the city council relative to health, wellness and fitness, including such activities and programs created and/or maintained for the same by the director of recreation and community services.
  - (5) Upon request of the city council, making other investigations, reports and recommendations upon subjects or other matters referred to it by the city council.
  - (6) Planning and implementing cultural special events and planning and commissioning art in public places (e.g., murals, sculptures, city monuments, etc.).
  - (7) Developing a list of activities that would be presented for council approval. Such activities will address a diverse and broad approach to culture, not any one culture. The activities would introduce the community to all cultures in this city and beyond.
  - (8) Identifying and, subject to city council approval, securing outside funds to implement its activities, thereby saving city resources.

(Ord. No. 1586, § 4, 3-16-2009; Ord. No. 1689, § 3, 11-18-2019)

#### **Sec. 54-64. Powers and duties concerning city-owned historic resources.**

The following sites and improvements are declared by the city council to be historic resources. The commission shall have responsibility for programming the maintenance, improvement, use and operation of these city-owned historic resources, subject to approval by the city council:

- (1) The Lopez Adobe site at the southwesterly corner of the intersection of South Maclay Avenue and Pico Street.
- (2) Such other historic resources as the council shall from time to time select and add to this section by amendment.

(Ord. No. 1586, § 4, 3-16-2009; Ord. No. 1689, § 3, 11-18-2019)

#### **Sec. 54-65. Rules and regulations.**

Subject to the approval of the city council, the commission may make and alter such rules and regulations for its organization and procedures as are consistent with this article and other sections of this Code and city ordinances and with state laws.

(Ord. No. 1586, § 4, 3-16-2009; Ord. No. 1689, § 3, 11-18-2019)

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**Sec. 54-66. Reports and records.**

The commission shall keep an accurate record of all its proceedings and transactions and shall render annually, on a calendar basis, a full report of the commission's transactions and recommendations to the council.  
(Ord. No. 1586, § 4, 3-16-2009; Ord. No. 1689, § 3, 11-18-2019)

**Sec. 54-67. Incurring financial liability.**

Neither the commission nor any person connected with the commission shall incur any financial liability in the name of the city.  
(Ord. No. 1586, § 4, 3-16-2009; Ord. No. 1689, § 3, 11-18-2019)

**Secs. 54-68—54-95. Reserved.**

**To:** Chair Jason Hayes and Commissioners

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

**Date:** December 13, 2022

**Subject:** Report and Updates Regarding Park Renovation Projects

**RECOMMENDATION:**

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

- a. Receive and file a report updating the PWRC on the current park renovation projects; and
- b. Provide staff with direction as appropriate.

**BACKGROUND:**

1. The Recreation and Community Services (RCS) Department is currently managing three park renovation projects. The projects include the Layne Park Revitalization Project, the Las Palmas Park Revitalization Project, and the Pioneer Park Playground Renovation Project.
2. The City partnered with the Wild Horse Foundation in 2019 to establish sports programs and social services for the North San Fernando Valley community. The agreement with the Wild Horse Foundation included a renovation to the field house located at Pioneer Park. This facility became known as Puig's House and would serve as a home base for the Foundation's programs and services.

**ANALYSIS:****Layne Park Revitalization Project**

The design phase of the Layne Park project has been completed. RCS staff released a Notice Inviting Bids (NIB) requesting proposals for the construction of the Layne Park project on May 2, 2022. The available funds for construction were \$912,941. The engineer's cost estimate for the construction of the project is \$1,300,000.

A job walk for prospective bidders' was held at Layne Park to explain the revitalization project.

Staff from MIG (design firm), Public Works and the Recreation and Community Services Department facilitated the job walk detailing the renovation elements for the park. Four companies participated in the job walk, which included R.E. Schultz Construction, Inc., KASA Construction, Inc., Marina Construction, and Environmental Construction, Inc. Of the four companies that participated in the job walk only KASA Construction submitted a proposal for the project. Their bid is \$1,374,635.

At the October 3, 2022, City Council meeting, City Council members approved an allocation of an additional \$461,694 to fill the gap, and construct all of the renovations proposed in the project design. The Layne Park Revitalization Project will transform the neighborhood park and provide recreational opportunities for the residents. The park amenities that will be built include:

- A Restroom Facility
- A Sod Turf Soccer Field and Goals with a 10' High Wire Mesh Fence
- A Basketball Half Court with a 10' High Wire Mesh Fence
- ADA Playground Equipment Upgrades, Shaded Area
- Picnic Tables
- Educational Nature Feature "Bioswale"
- Drought Tolerant Landscaping and Trees
- A Decomposed Granite and Concrete Pathway, including Site Furnishings
- Green Alleyway 6'-8' Shrubs Along South Alleyway
- Three Rail Fencing at North Alleyway

A groundbreaking ceremony for the project is being planned for Mid-November. The exact day and time of the event are to be determined.

### Las Palmas Park Revitalization Project

The RCS Department has identified RJM Design Group, Inc. to provide consulting services that will produce the project design, engineers' cost estimates, and construction specification documents for the Las Palmas Park Project. Staff has also released a Request for Proposals (RFP) to assist the RCS Department in gathering community feedback on what the vision of the Las Palmas Park Revitalization Project could be. Once the community engagement consultant is on board, a series of meetings will be held to gather residents' input.

The Las Palmas Park Revitalization Project will renovate the major recreation features of the park and some of the indoor features as well. The grant scope of the renovations includes:

- Renovation of the Playground Adding ADA Accessibly and Shading
- Renovation of the Basketball Court with Lighting
- Construction of a New Tennis/Pickleball Court with Lighting
- Construction of a New Splash Pad

- Renovation of Three Baseball Fields with Lighting
- Renovation of the Concession Stand
- Renovation of the Outside Restrooms
- Construction of a New Multi-Purpose Field with Lighting
- Renovation of the Outdoor Exercise Equipment
- Renovation of the Picnic Shelters and Walking Path Lighting
- Construction of New Landscaping Throughout the Park
- Renovation of the Recreation Center/Learning Center Including 2 Patio Restrooms

Similar to the Layne Park project, the final design of the Las Palmas Park Revitalization Project will depend on the community's input. However, any major recreation feature that is changed or altered significantly must be approved by the State.

### Pioneer Park Playground Renovation Project

The Recreation and Community Services Department has released a Notice Inviting Bids for the design and installation of a new playground and outdoor exercise equipment at Pioneer Park. The renovation design for the project shall incorporate community feedback from the Pioneer Park neighborhood residents.

The major features of the renovation include ADA accessibility, inclusive play elements, and shading for the playground area. In addition, the renovation will include outdoor exercise equipment adjacent to the playground.

The firm selected to provide community engagement for the Las Palmas Park project will also gather feedback for this project as well. Addressing ADA accessibility for our playgrounds is very important to the City Council. All three park renovation projects will include design elements to make the City's parks and playgrounds all abilities accessible.

### Puig's House

The Wild Horse Foundation has completed renovating the inside of the Puig House. The Foundation still needs to install kitchen equipment and office furniture. The outside back patio will have decomposed granite and a fence will surround the house in the future.

The Foundation's plan to provide youth sports and social service programs has not materialized to date. The Covid-19 shutdown created a great void in service for the foundation. The RCS Department is actively looking for NGO's to collaborate with in order to provide programs and services for the residents in and around Pioneer Park.

**BUDGET IMPACT:**

There is no budget impact with discussing the park renovations project update report.

**CONCLUSION:**

It is recommended that the Parks, Wellness, and Recreation Commission receive and file a report updating the PWRC on the current park renovation projects, and provide staff with direction as appropriate.

**To:** Chair Jason Hayes and Commissioners

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

**Date:** December 13, 2022

**Subject:** Discussion Regarding Developing a Community Theatre Program

**RECOMMENDATION:**

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

- a. Discuss establishing a Community Theatre program in the city of San Fernando.
- b. Provide direction to staff as appropriate.

**BACKGROUND:**

1. On or about September 10, 2020, the Recreation and Community Services Department hosted a meeting to establish a community theatre program in San Fernando. This initial meeting created synergy and enthusiasm among the meeting participants. Starting a community theatre looked promising and additional meetings were held to begin the planning process for the program
2. Due to the Covid-19 pandemic, all of the RCS Department programs were shut down. The only programming the Department offered was virtual. The online platform for conducting activities was not conducive to a Community Theatre program. Hence, the once vibrant individuals who showed interest in the program faded away, and the program was at a standstill.

**ANALYSIS:**

One of the biggest takeaways from the stoppage of the Community Theatre program is the need for a theatre director. This would require an individual with the ability to hold the program together. The misstep the Department took was to rely on volunteers to conduct the program. This was exacerbated by the pandemic shutdown.



A Theatre Director would provide the consistency the program would need to survive difficult situations. The Theatre Director position can be a community volunteer, staff from a partnering agency, or Department staff.

It is recommended that the PWRC discuss how the Community Theatre program can be established in the City of San Fernando, and present ideas that the RCS Department can act upon.

**BUDGET IMPACT:**

There is no budget impact with discussing the development of a Community Theatre program.

**CONCLUSION:**

It is recommended that the Parks, Wellness, and Recreation Commission discuss developing a community theatre program for the City of San Fernando, and provide staff with direction as appropriate.



## AGENDA REPORT

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**To:** Chair Jason Hayes and Commissioners

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

**Date:** December 13, 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:**

#### Department's Response to Covid-19

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

- The Community Organized Relief Effort (CORE) ended its services at Recreation Park as of November 15, 2022. The Department will continue to collaborate with the Los Angeles Department of Health to host Pop Up clinics when needed.

- The Los Angeles Regional Food Bank continues to provide free food kit containing nutritious items such as meats, canned fruits and vegetables, cereals, and grains. The last distribution was held on Monday, December 5, 2022, at Las Palmas Park. 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. The next distribution will be delayed due to the New Year Holiday; the distribution is scheduled to take place on **Friday, January 6, 2023**.

## **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 Fall Ball**

Fall Ball ended on November 13<sup>th</sup>. In lieu of trophies, program participants received a baseball drawstring backpack with a \$10 registration voucher for the Spring 2023 league.

### **Mission City Pony Spring League**

Registrations are now open for the 2023 Pony Spring League. Early bird registration offers a \$20 discount before December 31<sup>st</sup> and can be combined with the \$10 returning player voucher. Tryouts will be scheduled in January, followed by Opening Day in March.

### **MCB Sponsorship Program**

The MCB Sponsorship Program is designed to provide local businesses and individuals with the opportunity to make a difference while enhancing their own image in the community. Contributions will go towards league activities such as opening day ceremonies, trophy day, All-Star registrations, participant incentives and league registration. There are five different sponsor levels:

- Grand Slam Level \$1,000+
- Base Hit Level \$500+
- Bunt Hit Level \$100+
- Spectator Level \$25+
- Equipment Donor



Sponsorship term begins with the Spring season and covers Summer and Fall programming for that particular year and offers a variety of benefits from recognitions, banner display, advertisement in RCS brochure, booth at the home games and registration vouchers.

**Youth Basketball Winter League**

Registrations are on-going for Winter '23. The leagues will serve youth ages 7-14 and will offer pre-season training sessions in November and December for registered participants. Player evaluations are scheduled for Dec. 10<sup>th</sup> & 17<sup>th</sup>, participants are encouraged to register before to properly be evaluated and drafted accordingly.

**ADULT SPORTS**

**Basketball**

The Department will bring back Adult Basketball starting Spring 2023. More information coming soon.

**Coed Softball**

If all goes as scheduled with the Infiltration Project at Recreation Park, staff plans to re-launch the Tuesday night Coed Softball league in the Fall of 2023. This will account for any project delays and for field accessibility once the project is completed.

**HOLIDAY CLASS PASS**

The Department offered a Holiday Class Pass, from December 5-16, in which participants were able to try out a selection of our classes for free. The classes offered on the pass were:

- Inclusive Zumba
- Total Body Conditioning
- Karate
- Mixed Line Dance

In lieu of registration fees, participants were asked to donate non-perishable food items or pet supplies. Collected items will be donated to MEND and The Best Friends Animal Society.

Regular class schedule will resume in January after the holidays.

**LOPEZ ADOBE**

**Lopez Adobe Happenings**

**Autumn Rummage Sale**

Staff has been hard at work sorting through boxes in storage that were labeled for disposal and/or donation and brought out some household items for our Autumn Rummage Sale. Items such as dishes, cups, bowls, vases and candlesticks were displayed at the Beverley Whitaker Rodgers book signing, at the Dia de los Muertos Festival and the Holiday Tree Lighting. Proceeds will go towards the Lopez Adobe and related projects.

Lopez Adobe Tours

Tours were offered during the Holiday Tree Lighting event on December 3<sup>rd</sup>. Over 50 people stopped by for a “teaser tour” (first floor only) of the house. Staff gave away champurrado, pan dulce and candy canes to folks waiting in line, while supplies lasted. The rummage sale was also a great success that night.

Tours of the house will resume on January 22, 2023. Private tours can be accommodated based on docent availability.

**Programs by Numbers (Dec)**

ACTIVITY	RESGISTERED PARTICIPANTS
Mission City Spring Registrations	Total: 109   Residents: 55   Non-Res: 54
Sports Clinics (Soccer only)	Total: 12   Residents: 4   Non-Res: 8
Tennis	Total: 8   Residents: 6   Non-Res: 2
Senior Music	Total: 18   Residents: 4   Non-Res: 14
Folklorico (Sept-Dec)	Total: 40   Residents: 11   Non-Res: 29
Karate	Total: 16   Residents: 7   Non-Res: 9
Total Body Conditioning	Total: 25   Resident: 9   Non-Res: 16
Inclusive Zumba	Total: 12   Resident: 3   Non-Res: 9
Lopez Adobe Visitors (12/3/22)	Total: 50-60 (Tree Lighting)

**Senior Programming**

From leisurely fitness classes, social clubs, works shops, 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 with participation numbers for the month of November:

See following table:

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NOVEMBER 2022 ACTIVITIES REPORT				ONE GENERATION MEAL PROGRAM		
ACTIVITY	TOTAL NO. OF PARTICIPANTS	DATE	TOTAL	TYPE		
WALKABLE WEDNESDAY	20					
TECH. WEDNESDAY	7	11/1/2022	59	Grab & go		
LOTERIA	6	11/2/2022	56	Grab & go		
SENIOR ZUMBA	74	11/3/2022	58	Grab & go		
CHAIR ZUMBA	30	11/4/2022	59	Grab & go		
PARK BINGO	27	11/7/2022	37	Dine in		
BILLIARDS	78	11/8/2022	39	Dine in		
MATINEE-DESPERADO	6	11/9/2022	36	Dine in		
TRIP COORDINATOR MTG	5	11/10/2022	37	Dine in		
TALLER DE DEPRESSION		11/14/2022	32	Dine in		
FOLKLORICO	45	11/15/2022	32	Dine in		
SENIOR MUSIC CLASS	73	11/16/2022	33	Dine in		
MMAP	94	11/17/2022	30	Dine in		
ADVISORY BOARD MEETING	2	11/18/2022	35	Dine in		
CRAFTY LADIES	62	11/21/2022	35	Dine in		
MUSIC PRACTICE GROUP	21	11/22/2022	32	Dine in		
KARATE	13	11/23/2022	35	Dine in		
CLASES DE INGLES NIVEL 2	23	11/28/2022	34	Dine in		
DOC TALK	13	11/29/2022	35	Dine in		
ONE GENERATION	750	11/30/2022	35	Dine in		
MONTHLY TOTAL			745			

**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 2022-2023 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.