



VICE CHAIR JOE PONCE
COMMISSIONER ROBERT GONZALES
COMMISSIONER NATASHA SANCHEZ-BROOKS
COMMISSIONER VACANT
COMMISSIONER VACANT

CITY OF SAN FERNANDO

PARKS, WELLNESS, AND RECREATION COMMISSION REGULAR MEETING AGENDA SUMMARY TUESDAY, MARCH 14, 2023 – 6:30 PM

CITY HALL COUNCIL CHAMBERS
117 MACNEIL STREET
SAN FERNANDO, CALIFORNIA 91340

PUBLIC PARTICIPATION OPTIONS

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.

SUBMIT PUBLIC COMMENT IN PERSON:

Members of the public may provide comments in person in the City Council Chambers during the Public Comments section of the Agenda by submitting a comment card to the Board Secretary.

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.

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.

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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.

CALL TO ORDER/ROLL CALL

TELECONFERENCE REQUESTS/DISCLOSURE

Recommend consideration of requests received for remote teleconference meeting participation made by members of the City’s legislative bodies, as permitted under the provisions of Assembly Bill (AB) 2449, Government Code Section 54953, and the City of San Fernando adopted Resolution No. 8215, effective March 1, 2023.

PLEDGE OF ALLEGIANCE

Led by Vice Chair Joe Ponce

APPROVAL OF AGENDA

Recommend that the Parks, Wellness, and Recreation Commission approve the agenda as presented.

OATH OF OFFICE

Administration of the Oath of Office to Incoming Parks, Wellness and Recreation Commission Members:

- Erica Friend
- Patty Lopez

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DECORUM AND ORDER

City Commissioners are appointed by City Council and must be free to discuss issues confronting the city in an orderly environment. Members of the public 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 person 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 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 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.](#) **CALL- IN INFORMATION: Telephone Number: Telephone Number: (669) 900-6833, Meeting ID: 986 1620 1615; Passcode: 988843**

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) CONSIDERATION TO APPROVE THE PARKS, WELLNESS AND RECREATION COMMISSION MEETING MINUTES FOR:

- a. JULY 12, 2022 – REGULAR MEETING**
- b. SEPTEMBER 13, 2022 – REGULAR MEETING**

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ADMINISTRATIVE REPORTS

- 2) ANNUAL REORGANIZATION - SELECTION OF CHAIR AND VICE CHAIR FOR THE PARKS, WELLNESS AND RECREATION COMMISSION
- 3) REVIEW OF ROSENBERG' S RULES OF ORDER
- 4) DISCUSSION AND UPDATES REGARDING THE PARK RENOVATION PROJECTS
- 5) DEPARTMENT PROGRAMS AND SERVICES UPDATE

STAFF COMMUNICATION

GENERAL COMMISSION COMMENTS

ADJOURNMENT The meeting will adjourn to its next regular meeting.

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

Linda Bowden-Moreno

Administrative Assistant

Signed and Posted: March 9, 2023 (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
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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Regular Meeting Minutes –July 12, 2022

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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 2nd 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

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

ABSENT: Commissioner Joe Ponce

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 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

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

To: Vice Chair Joe Ponce, and Commissioners

From: Julian Venegas, Director of Recreation and Community Services

Date: March 14, 2023

Subject: Annual Reorganization - Selection of Commissioners to Serve as Chair and Vice Chair for the Parks, Wellness and Recreation Commission.

RECOMMENDATION:

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

- a. Select a commission member to serve as Chair and Vice Chair, and determine the term of service for the officers.
- b. Discuss the time, and date that the Parks, Wellness and Recreation Commission will meet, and propose any changes to the fixed schedule.

BACKGROUND

1. On April 4, 2021, the Parks, Wellness, and Recreation Commission (PWRC) established a reorganization schedule to select a new Chair and Vice Chair. The term of office would be one calendar year starting in January. However, due to the recommendation of Chair Sandie Richards, the PWRC elected new officers to serve the remainder of the current calendar year. Commissioner Jason Hayes was selected as Chair and Commissioner Sandie Richards was selected as Vice Chair.
2. On or about July 13, 2021, Vice Chair Richards resigned from the PWR Commission due to moving out of the City of San Fernando.
3. On or about September 14, 2021, Commissioner Saydith Navarro resigned from the PWR Commission as she was no longer available to attend meetings as a result of a change in her schedule.

ANALYSIS:

The departure of Vice Chair Richards and Commissioner Navarro hindered scheduling the PWR Commission reorganization for 2022. However, the two vacancies were filled with the addition of Commission member Robert Gonzales on April 12, 2022, and the addition of Commission member Natasha Sanchez-Brooks on June 14, 2022. RCS staff recommends that the PWRC now resume the reorganization schedule. The reorganization of the PWR Commission may include setting a fixed schedule for committee meetings to take place. Chapter 54 of the City's Municipal code sections 54-58 and 54-60 govern the selection process. Below are sections 54-58 and 54-60 for reference.

In accordance with Section 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)

In accordance with Section 54-60 Meetings

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)

BUDGET IMPACT:

The reorganization of the Parks, Wellness and Recreation Commission will not impact the Fiscal Year 2022-2023 budget.

CONCLUSION:

It is recommended that the Parks, Wellness and Recreation Commission proceed with the annual reorganization for the selection of Chair and Vice Chair, discuss the time and date for the Parks, Wellness and Recreation Commission meetings, and propose any changes to the fixed schedule.

To: Vice Chair Joe Ponce and Commissioners

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

Date: March 14, 2023

Subject: Review of Rosenberg’s Rules of Order

RECOMMENDATION:

It is recommended that the Parks, Wellness, and Recreation Commission review the video prepared by the Institute of Local Government (<https://vimeo.com/25152753>) on Rosenberg’s Rules of Order and discuss the item.

BACKGROUND:

The City Council and all City Commissions have adopted and follow a simplified set of rules on parliamentary procedures known as Rosenberg’s Rules of Order that are widely used throughout California.

ANALYSIS:

Rosenberg’s Rules of Order were developed to provide a simple and consistent framework for conducting public meetings. The rules go over how the governing body and those in attendance should conduct themselves. It also provides clear steps on how items are discussed, debated, and how to make motions related to the item.

The video on Rosenberg’s Rules of Order will be watched (approximately 51 minutes in duration) during the Commission meeting to provide an overview of how to implement the procedures properly. A copy of the Parliamentary Meeting Process and Guidelines (Attachment “A”) used by the City Council/Commissions is also attached for review.

BUDGET IMPACT:

There is no budget impact related to the review and discussion of Rosenberg’s Rules of Order.

CONCLUSION:

The Parks, Wellness and Recreation Commission will review the video on Rosenberg's Rules of Order annually at the same meeting where the Commission reorganization is completed.

ATTACHMENT:

- A. Parliamentary Meeting Process and Guidelines

PARLIAMENTARY MEETING PROCESS & GUIDELINES

CALL TO ORDER

- **Chair** calls meeting to order; announces body, date and time for the record
- **Chair** asks **Clerk** to call roll
 - **Clerk** calls roll; **Chair announces** result for the record*
- **Chair** leads Pledge of Allegiance (or asks someone else to)
- **Chair** announces each order of business as it arises and announces each item...

PRESENTATIONS:

- **Chair** announces the item; asks **Staff** for introduction
 - **Staff** introduces the item and presenter
- Presentation is made; generally no more than 5 minutes
- **Chair** asks **Members** if they have questions for the presenter; recognizes each Member
- **Chair** thanks the presenter. No action may be taken.

Repeat for each item

PUBLIC COMMENT PERIOD:

*Members of public submit speaker slips to staff no later than the closure of public comment period;
Staff passes speaker slips to Chair*

- **Chair** announces **open public comment period**
- **Clerk** calls each speaker to podium;
- **Clerk** operates timer, 3 minutes per speaker**
- When there are no more speakers, **Chair** announces **closure of public comment period**

CONSENT CALENDAR:

- **Chair** announces the item; asks if any **Members** wish to **pull an item** for discussion
 - *Any item pulled is heard like a Business Item following approval of remaining Consent items.*
- A **motion is made** to adopt consent items as presented or the remaining items if any are pulled
 - The **motion is seconded**
- **Chair** asks the **Clerk** to call roll for the vote
 - **Clerk calls roll; Chair announces** results for record*
- *Any pulled items are heard in the same way as Business Items below.*

PUBLIC HEARINGS:

Same as Business Items below, except "Public Comment Period" is referred to as "**Public Hearing.**"

- For **Appeal Hearings**, in between Staff's report and Member deliberation, the following occurs, moderated by the **Chair**:
 - **Chair:** Announces that the Public Hearing is now open and requests staff's presentation
 - **Project Applicant** is given extended speaking time (Chair's discretion; typically 10 minutes)
 - Appellant is given extended speaking time (equal to Applicant)
 - **Chair:** Announces **opening of public comments/testimony** for 3 minutes each

- **Clerk** calls each speaker to podium;
- **Clerk** operates timer, 3 minutes per speaker**
- When there are no more speakers, **Chair** announces **closure of public comment period**
- Applicant is given rebuttal period (Chair's discretion; typically 5 minutes)
- Appellant is given rebuttal period (equal to Applicant)
- **Chair** recognizes each **Member** for their chance to **speak and state positions**
- **Chair** facilitates **Member deliberation**
- When discussion is complete, the **Chair** will ask for a **motion**
 - The mover may call on the Chair or other members to help clarify a motion
 - The **motion is seconded**
- **Chair** asks the **Clerk** to call roll for the vote
 - **Clerk calls roll; Chair announces** results for record*

ADMINISTRATIVE REPORT ITEMS:

- **Chair** announces the item; asks **Staff** for report
- **Staff presents report** materials or gives oral report;
 - **Staff** clearly identifies the **recommendation or requested action**
- **Chair** asks **Members** if they have technical questions for **Staff**;
- **Chair** facilitates **Member deliberation**
- **Chair** recognizes each **Member** for their chance to **speak and state positions**
- When discussion is long or complex, the **Chair** keeps deliberation focused on staff's request
- When discussion is complete, a **motion is made**
 - The mover may call on the Chair or other members to help clarify a motion
 - The **motion is seconded**
- **Chair** asks the **Clerk** to call roll for the vote
 - **Clerk calls roll; Chair announces** results for record*

Repeat for each item

STAFF COMMUNICATION/UPDATES

- **Chair** announces the item
- **Staff** makes comments
- **Chair** asks **Members** if they have technical questions for **Staff**;
- **Chair** recognizes each **Member** who wishes to ask questions
- **Chair** thanks the staff member. No action may be taken.

MEMBER COMMENTS/LIAISON UPDATES

- **Chair** announces the item
- **Chair** asks **Members** if they have comments or technical questions for **Staff**;
- **Chair** recognizes each **Member** who wishes to ask questions
- **Members** may request a matter be scheduled for action on a future agenda
- **Chair** will assess whether there is consensus for the future item
- No other action may be taken.

ADJOURNMENT

- **Chair** notes that there is no further business
- **Chair** announces **adjournment**; announces time for the record

***Roll Call Notes**

Attendance/Roll Call, can be called in the order of choice: *Members in alpha order by last name, or by seniority, etc., then Vice-Chair, then Chair last.*

Chair announces results for the record in the form of "*Motion to (Approve/Deny/etc.) (Passes/Fails) (# Yes votes) to (# No votes), (Names) voting Yes and (Names) voting No.*"

****Etiquette Notes**

The Chair is the facilitator of discussion and meeting process; members wishing to speak turn on their microphone light and wait to be recognized by the Chair; the Chair ensures that each member has a chance to be heard. The Chair will call on Staff for additional input when needed.

The Chair will interrupt public speakers who have gone over their time limit, corral other members who get off-topic, and maintain audience order. The Chair generally speaks last, asks questions last, and votes last. The Chair rarely moves or seconds.

Generally, the Chair and Vice-Chair are addressed by members and staff as "Madam/Mister Chair/Vice-Chair" or "Chair/Vice-Chair X." Other members are "Commissioner X," or "Council/Committee/Board Member X."

Staff are typically addressed as "Mr./Ms. X." The City Clerk is sometimes addressed as "Madam/Mister Clerk."



To: Vice Chair Joe Ponce and Commissioners
From: Julian J. Venegas, Director of Recreation and Community Services
Date: March 14, 2023
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 direction as appropriate.

BACKGROUND:

1. The Recreation and Community Services 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 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. A contractor had been hired to complete the project, and a groundbreaking Ceremony was held on Saturday, February 18, 2023. Linda Layne, the granddaughter of Floyd Benjamin Layne, who donated the land for the park to the City on November 15, 1948, shared her childhood memories of growing up in the neighborhood.

Initially, the available funds for construction were \$912,941. The contractor selected for the project submitted a bid of \$1,374,635. On October 3, 2022, the City Council meeting approved an allocation of \$461,694 to fill the gap and to 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 to be constructed 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

Due to manufacturing delays, the construction phase of the project has been pushed back until April 3, 2023.

Las Palmas Park Revitalization Project

The City Council awarded a Professional Service Agreement to RJM Design Group, Inc. on January 3, 2023, to design the Las Palmas Park project, provided they work with a local community organization to enhance the community outreach effort. RJM will produce the project design, engineers' cost estimates, and construction specification documents for the Las Palmas Park project.

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 accessibility 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.

Community Engagement

The City has contracted with Pacoima Beautiful to develop and implement a community engagement plan for both the Las Palmas Park Revitalization Project and the Pioneer Park Playground Renovation Project. Pacoima Beautiful will work closely with the City and RJM to gather feedback on what the "vision" of the Las Palmas Park Revitalization Project could be.

Pacoima Beautiful will use a multipronged approach to solicit feedback on the projects, a description of these methods is provided in their proposal. The effort will include the following:

- Door-to-Door Outreach
- Community Events/Pop-Ups
- Digital Outreach
- Survey
- Community Meetings
- Meetings with City Staff
- Interview Key Stakeholders (Focus Groups)

A meeting between the City, RJM, and Pacoima Beautiful was held to develop an outreach plan that will coordinate the community engagement effort. Pacoima Beautiful kicked off gathering input from the community at the Mission City Baseball Opening Day, where they provided project information and conducted a survey that will help guide the design of the Las Palmas Park Revitalization Project. The meeting between the City, RJM, and Pacoima Beautiful was very productive. RJM will produce a project website describing the Las Palmas Park Revitalization Project where visitors can directly input their comments. A series of engagement dates to collect feedback from the community was established by the group, and the first community meeting will be on Wednesday, March 29, 2023. The table below lists the additional dates for the outreach effort.

Date	Engagement Type	Time	Location
March 4, 2023	Pop up – Baseball Opening Day	9:00 am – 1:00 pm	Las Palmas Park
March 6, 2023	Project Survey and Online Input	24/7	City and Project Website
March 13 – 17, 2023	Pop up – Senior Population	9:00 am - 1:00 pm	Las Palmas Park
March 29, 2023	Community Meeting	5:30 pm – 7:30 pm	Las Palmas Park
April 3 – 29, 2023	Community canvassing	TBD	Las Palmas Park Neighborhood
April 3 – 29, 2023	Open House Park Workshop	9:00 am – 9:00 pm	Las Palmas Park Lobby
April 10 – 14, 2023	Focus Group Meeting	5:30 pm – 7:30 pm	Las Palmas Park
April 22, 2023	Pop up – San Fernando Night Market	5:00 pm – 9:00 pm	San Fernando Road & Maclay Avenue
May 7, 2023	Pop up – Vet in the Park	9:00 am – 1:00 pm	Rudy Ortega Sr. Park
May 17, 2023	Community Meeting – Conceptual Design Presentation	5:30 – 7:30 pm	Las Palmas Park

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 plans to provide youth sports and social service programs have not materialized to date. The Covid-19 shutdown created a great void in service for the Foundation. The 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 associated with discussing the Park Renovation Projects update report.

CONCLUSION:

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



AGENDA REPORT

To: Vice Chair Joe Ponce and Commissioners

From: Julian J. Venegas, Director of Recreation and Community Services
By: Maribel Perez, Recreation and Community Services Supervisor
Juan Salas, Recreation and Community Services Supervisor

Date: March 14, 2023

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, activities, 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 RCS 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 update to Covid-19 is as follows:

- The Community Organized Relief Effort (CORE) ended services at Recreation Park on November 15, 2022. The Department continues 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 kits containing nutritious items such as meats, canned fruits and vegetables, cereals, and grains. The last distribution was held on Monday, March 6, 2023, at Las Palmas Park. The program serves seniors aged 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 food distribution is scheduled for Monday, April 3, 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 ensure patrons feel safe while participating in the Department’s programs.

YOUTH SPORTS

Mission City Baseball Spring League

The League held Opening Day on Saturday, March 4, 2023. Registrations are now open for the 2023 Pony Spring League. The day began with a parade around town followed by the introductions of the teams and coaches. Then the Mayor and the Police Chief threw out the First Pitch signaling the start of the baseball season. Las Palmas Park is home to the twelve (12) teams participating in the Mission City Baseball program.

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 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 scholarships to name a few. The program offers 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 the RCS brochure, a booth at the home games, and registration vouchers.

Youth Basketball Winter League

The Youth Basketball Winter league is in the eighth week of the season. The league has 12 teams that are made up of youth ages 7-14. All teams are preparing for the playoffs that start on, Saturday, March 17. The league has been very successful thus far and will take a break after the finals on March 28. The Youth Basketball League will ramp up again in the summer with a tentative date being August 5, 2023.

ADULT SPORTS

Basketball

The Department will bring back Adult Basketball starting in 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 field accessibility once the project is completed.

LOPEZ ADOBE

Autumn Rummage Sale

Staff has been hard at work sorting through boxes in storage that were labeled for disposal and/or donation and identifying 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 at the Holiday Tree Lighting. Proceeds will go towards the Lopez Adobe and related projects.

Lopez Adobe Tours

Tours are being planned during the San Fernando Night Market dates. Similar to the tour that was offered during the Holiday Tree Lighting event on December 3rd, where over 50 individuals 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. The rummage was also held that night which was a great success.

The Night Tours of the house will replace the Sunday tours that were held on the fourth Sunday of the month. Private tours will still be accommodated based on the availability of the docent.

Programs by Numbers

ACTIVITY	REGISTRED 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 to day trips, the Community Services Division offers a variety of activities that seniors can participate in and enjoy. Las Palmas Park serves as a gathering place for seniors to socialize and meet up with old acquaintances or make new friends at activities such as excursions, dances, and exercise classes. Listed activities offered for the senior community in February are:

ACTIVITY	TOTAL NO. OF PARTICIPANTS
TECH. WEDNESDAY	4
WALKABLE WEDNESDAY	19
LA AMISTAD CAFÉ	80
CHAIR ZUMBA	25
SENIOR ZUMBA	89
PARK BINGO	38
MOVEMENT FOR LIFE	48
TRIP COORD. MTG	6
FOLKLORICO	44
SENIOR MUSIC CLASS	21
MMAP	80
ADVISORY BOARD MEET.	4
CRAFTY LADIES	91
MUSIC PRACTICE GR.	20
BILLIARDS	159
ONE GENERATION (Senior Nutrition Program)	615
KARATE	10
ED & TECH FOR PARENTS	47

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.