



CHAIR ROBERT GONZALES
VICE CHAIR PATTY LOPEZ
COMMISSIONER ERICA FRIEND
COMMISSIONER NATASHA SANCHEZ-BROOKS
COMMISSIONER VACANT

CITY OF SAN FERNANDO

PARKS, WELLNESS, AND RECREATION COMMISSION REGULAR MEETING AGENDA SUMMARY AUGUST 10, 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 _____

APPROVAL OF AGENDA

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

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

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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 and read into the record during the meeting.

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**

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.

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

July 20, 2023 – Special Meeting

ADMINISTRATIVE REPORTS

1) PARK MASTER PLAN UPDATE

Recommend that the Parks, Wellness and Recreation Commission:

- a. Receive and file a report on the Park Master Plan, including the land inventory study.

2) DEPARTMENT PROGRAMS AND SERVICES UPDATE

Recommend 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.

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STAFF COMMUNICATION

COMMISSIONER UPDATES/REQUESTS TO AGENDIZE ITEM FOR DISCUSSION AT A FUTURE MEETING

Commissioner(s) may request to agendize an item for discussion at a future meeting, subject to approval by the Commission. Requests should align with the commission's scope of responsibility, adhere to City Council policies, and consider the availability of staff resources and budget constraints.

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

Administrative Assistant

Signed and Posted: August 7, 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 AND RECREATION COMMISSION

SPECIAL MEETING
MINUTES
JULY 20, 2023
ZOOM MEETING STREAMED ON YOUTUBE

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE PARKS, WELLNESS AND 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

Commissioner Robert Gonzales called the meeting to order at 6:34 p.m. Administrative Assistant, Linda Bowden-Moreno, called the roll call.

The following persons were recorded as present:

PRESENT:

Commissioners Robert Gonzales, Patty Lopez, Natasha Sanchez-Brooks and Erica Friend

ABSENT:

None

ALSO PRESENT:

Director of Recreation and Community Services Julian Venegas, Program Coordinator Freddy Tapia Program Specialist, Administrative Assistant Linda Bowden-Moreno, and Office Clerk Soledad Chavez

PLEDGE OF ALLEGIANCE

Chair R. Gonzales led the Pledge of Allegiance.

APPROVAL OF AGENDA

Commissioner Lopez motioned to approve the agenda for the July 20, 2023 Parks, Wellness and Recreation Commission Special Meeting. Commissioner Friend seconded the motion. The motion passed unanimously with the following roll call vote:

AYES: R. Gonzales, E. Friend, P. Lopez and N. Sanchez-Brooks
NOES:
ABSENT:
ABSTAIN:

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PRESENTATIONS

None

PUBLIC STATEMENTS – WRITTEN/ORAL

Ricardo Benitez, Sylmar resident, commented on attending Monday's Council Meeting where Juan Salas spoke on the activities and programs offered by the RCS Dept. He congratulated Juan on his efforts to create programming involving the youth.

CULTURAL ARTS LIAISONS REPORT

None

CONSENT CALENDAR

Vice Chair Patty Lopez motioned to approve the Consent Calendar approving the Minutes of the June 8, 2023 Parks, Wellness and Recreation Commission Meeting. Commissioner Friend seconded the motion. The motion passed unanimously with the following roll call vote:

AYES: R. Gonzales, E. Friend, P. Lopez, and N. Sanchez-Brooks

NOES:

ABSENT:

ABSTAIN:

ADMINISTRATIVE REPORTS

1. CESAR E. CHAVEZ MEMORIAL

The draft letter authored to Pueblo Y Salud was signed by each commissioner and will be mailed out to the director, Ruben Rodriguez. A meeting will be scheduled with the newly formed Ad Hoc Committee consisting of Chair Robert Gonzales and Vice Chair Patty Lopez.

Chair Gonzales indicated that he has been in communication with Ruben Rodriguez who is very interested in setting up a meeting.

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Staff circulated the letter to each Commissioner for signature and will mail out to PYS.

2. DISCUSSION AND INFORMATIONAL UPDATE ON MAINTENANCE EFFORTS ON THE MISSION CITY BIKE TRAIL

J. Venegas presented a Power Point Presentation on the maintenance efforts by Public Works to address concerns discussed by Commissioner Sanchez-Brooks. Items addressed included emptying trash more frequently, fencing repairs, graffiti abatement, improved lighting, pressure washing, and more.

Commissioner Sanchez-Brooks inquired as to the reason for removing the bougainvillea and asked if additional trash, recycle and compost bins can be added. Staff will make a recommendation to the Public Works Department.

Commissioner Friend asked questions about vegetation removal vs. periodic pruning and trimming, and also asked if the area under the responsibility of Metro is being maintained properly.

Chair Gonzales recommended considering options to address weeds such as using wood chips or mulch.

3. PARK MASTER PLAN UPDATE

Vice Chair Lopez recommended this item get tabled to the next meeting as the Power Point Presentation was not available. Item was tabled to the next regular meeting.

4. DISCUSSION REGARDING TERMINATION OF LOAN AGREEMENT

J. Venegas reported that the Lopez Adobe displays artifacts on loan belonging to the Calderon/Shaug Family. The family has requested the items be returned. Staff has identified 15 of the items and will continue to search for the remaining items. Staff is requesting authorization to terminate the loan agreement and return the items. Chair Gonzales thanked the family for loaning the items for display at the Lopez Adobe.

Vice Chair Patty Lopez motioned to authorize the Recreation and Community Services Department to return the family heirlooms to the Calderon/Shaug Family. Commissioner Sanchez-Brooks seconded the motion. The motion passed unanimously with the following roll call vote:

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AYES: R. Gonzales, E. Friend, P. Lopez, and N. Sanchez-Brooks

NOES:

ABSENT:

ABSTAIN:

5. DEPARTMENT PROGRAMS AND SERVICES UPDATE

Freddy Tapia provided an update on the activities, programs, and workshops going on at the parks. Youth Basketball is at full capacity at 122 registrations. Day Camp is also at full Capacity. The Mission City Baseball is now accepting registrations for the fall league. Adult Volleyball is available during open gym. The Pickle Ball program has grown in numbers at Las Palmas Park. Staff is in talks with MLS Go to see if a new soccer program can be brought to the city.

Vice Chair Lopez had questions about the outreach efforts regarding sports programming. Outreach consists of media blasts, tabling at events and word of mouth.

Chair Gonzales offered to assist with promoting the MLS soccer program. There were also questions on the Metro Open Streets event regarding upcoming meetings and an Instagram site that is promoting the event.

STAFF COMMUNICATION

Staff informed the Commission of a four week Fitness Challenge to encourage Participants to get more active. Prizes will be awarded to those who get the most activity. Reminder that Las Palmas Park is a cooling center for anyone in need of a cool place to relax.

The Layne Park project is just about completed. A grand re-opening will be planned for next month.

This fiscal year, 398 households were assisted with the Scholarship Program providing \$17,477 in grant assistance for families residing in the City of San Fernando.

COMMISSIONER UPDATES/REQUEDSTS TO AGENDIZE ITEMS FOR DISCUSSION AT A FUTURE MEETING

Commissioner Sanchez-Brooks had questions regarding sun shades at Layne Park. Shading was not included due to funding constraints. Vice Chair Lopez thanked staff for the translation of the agenda and the assistance of the interpreter. She invited residents to participate in public meetings. Chair Gonzales thanked staff and the council for the translation service.

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ADJOURNMENT

The Parks, Wellness and Recreation Commission meeting adjourned at 7:42 p.m.



AGENDA REPORT

To: Chair Robert Gonzales and Commissioners

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

Date: August 10, 2023

Subject: Report Regarding Updating the Park and Recreation Master Plan and the Land and Open Space Inventory

RECOMMENDATION:

It is recommended that the Commission:

- a. Receive and file a report updating the Parks and Recreation Master Plan to build new park facilities, and develop new recreational programming; and
- b. Provide staff direction as appropriate.

BACKGROUND:

1. On November 8, 2016, the electorate approved the Los Angeles County Safe, Clean Neighborhood Park, Open Space, Beaches, River Protection, and Water Conservation Measure (Measure A). The passage of Measure A ensured park development through an annual parcel tax. The Los Angeles County Regional Park and Open Space District (RPOSD) who provides annual allocations, competitive grants and funds the Technical Assistance Program (TAP), administers Measure A.
2. On February 5, 2018, the City Council adopted the Park and Recreation Master Plan (PMP) as an instrument for developing a comprehensive vision for park facility improvements and recreational programs offered to the residents of San Fernando. The PMP identified a lack of recreational facilities such as bike paths, walking trails and dog parks, but also recognized the scarcity of available land to build new park facilities.
3. On March 7, 2022, the City Council adopted Resolution No. 8125 authorizing staff to apply for RPOSD funding for projects, programs and TAP funding. The authorization allows the City to enter into an agreement with the RPOSD to provide funds for acquisition projects, development projects, and/or programs.

Report Regarding Updating the Park and Recreation Master Plan and the Land and Open Space Inventory

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4. On June 21, 2022, the City Council amended the Fiscal Year 2022-2023 budget to appropriate \$50,000 of American Rescue Plan Act (ARPA) funds for a Feasibility Study to identify New City Park Space.
5. On July 5, 2022, the City Council requested that staff look into the possibility of developing a dog park in the city.
6. On July 14, 2022, Los Angeles County RPOSD announced an \$185,000 allocation in TAP Services for the City of San Fernando. The funds were earmarked to assist the development of new park facilities. Subsequently, the City entered in to a Master Agreement with RPOSD guaranteeing such funds.
7. On August 15, 2022, staff presented a concept for building a Dog Park at San Fernando Recreation Park that could be funded with RPOSD annual allocation funds. While open to the idea, the City Council directed staff to take a broader approach for developing new park facilities. That approach will take the form of updating the PMP by conducting a land and open space inventory to define potential land for new park facilities.

ANALYSIS:

The City of San Fernando is a buildout community with very few vacant parcels available that can be developed into a recreation facility. The rarely available land is privately owned and extremely difficult to acquire due to the lengthy acquisition process. A willing seller does not want to wait for the City to identify the funds for the property purchase. The City-owned land lies within Specific Plan 5 that is assigned for economic development or another City project.

Commissioning a Land and Open Space inventory will take a sincere look at all potential land that can be developed for recreational purposes. The inventory will not only look at vacant land but also look at open spaces at public schools, churches, and at private property. Expanding the scope to include open spaces provides greater opportunities to identify land that can be developed for a recreational purpose. The City's land that has previously been identified for other purposes will be considered with the stipulation that the City Council would have to approve repurposing such land for a recreation project.

The prospective firm conducting the land inventory will consult the Park and Recreation Master Plan adopted in 2018 to determine the recreational facilities base needs. However, those needs will be updated with a robust community engagement effort to reaffirm those needs and or identify a new facility or recreational program desired by the community. The methods to gather feedback include, but are not limited to, interviews with key stakeholders, meeting with special interest focus groups and with local agencies involved in parks, open space and recreation, a community survey, and event pop-up engagements.

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The Los Angeles County Safe, Clean Neighborhood Parks and Beaches Measure of 2016 established the Technical Assistance Program (TAP) to assist High or Very High Park Need communities such as San Fernando, to develop park projects, open spaces, and recreational programs. The goal is to equal the playing field so more high-quality park projects are built in these communities where the need is greatest. A land and open space inventory in San Fernando is an eligible TAP service and will be funded by the \$185,000 RPOSD allocation. These TAP funds are guaranteed through the RPOSD award letter and Master Agreement between the City and RPOSD.

In addition to the RPOSD funds, the City Council previously allocated \$50,000 of ARPA funds toward conducting a Feasibility Study for New Park Space. Alone, the \$50,000 of ARPA funds would have limited the scope of the Feasibility Study to a narrow community engagement effort and a hazy inventory of potential land or open space use. Now with the combined ARPA and RPOSD funds of \$235,000, a more vigorous study will be conducted. Not only will potentially new parkland be identified, but due diligence and pre-acquisition real estate, negotiations or Joint-Use agreement negotiations can also be conducted through the TAP services. This allows the City to act on and secure land or open space deemed suitable for a new park space.

A Notice Inviting Bids was released on March 6, 2023, seeking the services of a highly qualified consulting firm with proven expertise in recreation facility planning, community outreach, programming assessment, financial analysis, and organizational analysis, to prepare a comprehensive update to the Park and Recreation Master Plan. A major component of the study will be the land and open space inventory of vacant lots, and underutilized lots at churches, schools and private property. The proposals were due on April 15, 2023, unfortunately only one proposal was received. To obtain additional proposals, RCS staff will reach out to other consultant firms or re-release the Request for Proposals.

The development of potential new park space will reflect the community needs garnered through a community engagement effort. Upon City Council's approval of the potential new park space, the selected firm will negotiate land acquisition or Joint-Use agreements on the City's behalf.

BUDGET IMPACT:

The funds available for Updating the Park and Recreation Master Plan are \$235,000. The City Council allocated \$50,000 of ARPA and the Los Angeles County Regional Parks and Open Space District allocated \$185,000 for TAP Services.

CONCLUSION:

Report Regarding Updating the Park and Recreation Master Plan and the Land and Open Space Inventory

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It is recommended that the PWRC receive and file a report regarding updating the Park and Recreation Master Plan, and provide staff direction as appropriate.



AGENDA REPORT

To: Chair Robert Gonzales 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: August 10, 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 Department continues to collaborate with the Los Angeles Department of Public Health to host pop up clinics as 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, August 7, 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, September 18, 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.

Cooling Center at Las Palmas Park

Per LA County guidelines, cooling centers are activated when temperatures reach triple digits. Las Palmas Park serves as the City's cooling center, offering respite from extreme temperatures during peak hours between 9am-7pm. The center sees an average of 7-10 community members when activated. Community members are notified of the cooling center activation via social media posts and the Alert San Fernando communication service.

SENIOR SERVICES

1950's Afternoon Dance

On July 26th, Las Palmas Senior Services hosted a 1950's themed dance. Over 50 participants showed up in their poodle skirts and satin jackets to enjoy an afternoon of dancing, refreshment and a trip down memory lane.

3 Wins Fitness Workshop

On August 1st, 3 Wins hosted a free fitness workshop. 40 participants learned about the benefits of exercise and participated in different exercise demonstration. 3 Wins Fitness is a free program provided through a collaboration with CSUN's Department of Kinesiology, focusing on health and fitness for all. The program is currently operating out of Las Palmas Park while the landscaping project is completed at Recreation Park.

Senior Matinee

On August 3rd, Las Palmas Park hosted the monthly matinee featuring Grease. Over 20 guests enjoyed the classic movie, singing along to the soundtrack.

Doc Talks

On August 4th, Las Palmas Senior Services hosted its monthly Doc Talk sponsored by Regal Medical. About 25 participants gathered to learn about the importance of maintaining a healthy lifestyle and had the opportunity to ask a doctor questions regarding their health.

COMMUNITY SERVICES

UCLA UniCamp

28 youth from the community, between the ages of 10-17, participated in the Nature Adventure & Discovery camp program experience at Camp River Glenn from July 22-29. The experience was provided by UCLA UniCamp, free of charge to the participants. The program is designed to provide campers with the opportunity to explore the outdoors and participate in traditional camp programs like archery and arts & crafts as well as giving them the chance to challenge themselves with activities like climbing, swimming and mountain biking.

Summer Day Camp

Day Camp is on its final weeks of programming, and what a summer it has been! Campers took over Recreation Park enjoying crafts, science activities, games, a talent show and themed dances. They cooled off twice a week at the pool and enjoyed a couple of picnics at Las Palmas Park in addition to their field trips to Knotts Berry Farm and the Crypto.com Arena. Last day of program is August 11th.

Movies in the Park

This season of Movies in the Park featured classic films such as the Goonies, Lilo and Stitch and Jurassic Park. Around 200 community members came out on Fridays to enjoy an evening of lawn games, free books free refreshments and giveaways sponsored by Hamer Toyota.

Concerts in the Park

The Concerts in the Park series is just around the corner! This season will feature a variety of genres, starting with Neblina's Latin Band followed by Stone Soul's Motown tribute and closing off the series is La Rue Sound, playing only the best oldies, classic pop and rock. Free

Aug. 12th | Neblina's Latin Band | Las Palmas Park, 5pm

Aug. 19th | Stone Soul Motown Tribute | Las Palmas Park, 6pm

Aug. 26th | La Rue Sound | SF Downtown Mall, 7pm

YOUTH SPORTS

Youth Basketball Summer League

The summer league is winding down. Emotions are running high as teams play their final games before the playoffs. All upper division teams will be seeded based on their point average

throughout the season to ensure a level playing field in the playoffs. Championships are scheduled for August 26th starting at 9am, Recreation Park.

Mission City Baseball Summer Clinic

The baseball clinic is half way through the 4-week program. 121 participants have engaged in skill building sessions twice a week at Las Palmas Park. The extreme heat and nearby fires postponed one day of clinic but it will be rescheduled at the end of the four weeks. GSA has incorporated fun water games into the sessions to help manage the hot temperatures this summer.

Mission City Fall Ball

Registrations are now open for the fall season of Mission City Baseball. Fall Ball includes individual registrations as well as an advanced team registration option. The season is scheduled to operate September through November, culminating right before the holidays and in time to turn the fields over to Public Works for yearly maintenance.

ADULT SPORTS

Adult Basketball League

Fall 2023 registrations are now open. The league will run September through November on Wednesday nights at Recreation Park.

Volleyball Open Gym

Staff is working on developing theme nights for the Volleyball Open gym sessions. This will include holiday tournaments and quarterly themed sessions to encourage and maintain participation in the free drop-in program. More to come.

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 2023-2024 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.