



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

## CITY OF SAN FERNANDO

### PARKS, WELLNESS, AND RECREATION COMMISSION REGULAR MEETING AGENDA SUMMARY THURSDAY, MARCH 14, 2024 – 6:30 PM

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

#### **PUBLIC PARTICIPATION OPTIONS**

Please visit the City's YouTube channel to live stream and watch previously recorded Parks, Wellness, and Recreation Commission meetings, which is also available with Spanish subtitles at: <https://www.youtube.com/c/CityOfSanFernando>

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 in-person translation services, or other services please call the Recreation and Community Services Department at (818) 898-7349 or email at [LMoreno@sfcity.org](mailto:LMoreno@sfcity.org) at least 2 business days prior to the meeting.

#### **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](mailto:LMoreno@sfcity.org) no later than **12:00 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 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.

**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.

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## **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 Chair

## **APPROVAL OF AGENDA**

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

## **PRESENTATIONS**

Introduction of new Recreation and Community Services Director, Julio Salcedo.

## **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.

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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: (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 PARKS, WELLNESS, AND RECREATION COMMISSION MEETING MINUTES FOR:**

- a. February 8, 2024- Regular Meeting

### **ADMINISTRATIVE REPORTS**

#### **2) CESAR E. CHAVEZ MEMORIAL**

Recommend that the Parks, Wellness, and Recreation Commission:

- a. Discuss Ad Hoc Committee Updates;
- b. Continue to meet with Pueblo Y Salud until a renovation plan for the Memorial Plaza can be developed; and
- c. Provide staff direction as appropriate.

#### **3) UPDATE ON BEAUTIFICATION AD HOC AND DISCUSSION ON PARK CLEAN-UP RECOMMENDATIONS**

Recommend that the Parks, Wellness, and Recreation Commission:

- a. Receive and file a report regarding the Beautification Ad Hoc;

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- b. Discuss and prioritize a park recommendation for the park clean-ups slated by the Beautification Ad Hoc; and
- c. Provide staff direction as appropriate.

### **4) UPDATE ON NEW PARK SIGNAGE**

Recommend that the Parks, Wellness, and Recreation Commission:

- a. Receive update on new signage options for all City parks and bike path; and
- b. Provide staff direction as appropriate.

### **5) SAN FERNANDO POLICE DEPARTMENT UPDATE ON PARK ACTIVITY**

Recommend that the Parks, Wellness, and Recreation Commission:

- a. Receive and file a report authored by SFPD, updating on activity and crime in the parks; and
- b. Provide staff direction as appropriate.

### **6) 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 direction as appropriate.

## **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.

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**ADJOURNMENT** The meeting will adjourn to its next regular meeting.

### AFFIDAVIT OF POSTING

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.

Dated: \_\_\_\_\_ at: \_\_\_\_\_

Signed By: \_\_\_\_\_

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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 or [LMoreno@sfcity.org](mailto:LMoreno@sfcity.org) at least 48 hours prior to the meeting.*

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CITY OF SAN FERNANDO  
PARKS, WELLNESS AND RECREATION COMMISSION

REGULAR MEETING MINUTES  
FEBRUARY 8, 2024  
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 6:31 p.m. Recess was called to address technical issue with live streaming. Administrative Assistant, Linda Bowden-Moreno, called the roll call.

The following persons were recorded as present:

**PRESENT:**

Commissioners Robert Gonzales, Patty Lopez, and Erica Friend

**ABSENT:**

Natasha Sanchez-Brooks

**ALSO PRESENT:**

Recreation and Community Services Supervisor Maribel Perez, Recreation and Community Services Supervisor Juan Salas, Social Services Coordinator, Cristina Moreno, Administrative Assistant Linda Bowden-Moreno, and Office Clerk Soledad Chavez. Also present, Food Security Ad Hoc members, Celeste Rodriguez and Mary Solorio.

**PLEDGE OF ALLEGIANCE**

Chair R. Gonzales led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

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Commissioner Friend motioned to approve the agenda for the February 8, 2024 Parks, Wellness and Recreation Commission Regular Meeting. Commissioner Lopez seconded the motion. The motion passed unanimously with the following roll call vote:

AYES: R. Gonzales, P. Lopez, E. Friend

NOES:

ABSENT: N. Sanchez-Brooks

ABSTAIN:

### **PRESENTATIONS**

None

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

None

### **CULTURAL ARTS LIAISONS REPORT**

None

### **CONSENT CALENDAR**

Vice Chair Patty Lopez motioned to approve the Consent Calendar approving the Minutes of the January 11, 2024 Parks, Wellness and Recreation Commission Meeting. Commissioner Erica Friend seconded the motion. The motion passed unanimously with the following roll call vote:

AYES: R. Gonzales, P. Lopez, E. Friend

NOES:

ABSENT: N. Sanchez-Brooks

ABSTAIN:

### **ADMINISTRATIVE REPORTS**

# **PARKS, WELLNESS AND RECREATION COMMISSION**

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## **1. UPDATE AND DISCUSSION REGARDING THE FOOD SECURITY AD HOC COMMITTEE**

Ad Hoc member Mary Solorio provided background on the development of the Food Security Ad Hoc Committee by vote of the City Council. The Ad Hoc has met regularly to discuss and plan to offer additional food sources to the community. Mayor Rodriguez discussed the food security challenges this community continues to face and the federal funds made available under the American Rescue Plan Act to address those needs as a result of the pandemic. The Ad Hoc realizes these needs still exist.

J. Salas discussed the list of current available services to address food security issues, such as the Elderly Nutrition Program, Food Bank, the newly opened Business and Community Resource Center at City Hall and the North Valley Caring Center, and promoting enrollment in CalFresh, WIC, and other resources. The Ad Hoc is working on identifying partnerships with agencies such as MEND, North Valley Caring Services, as well as local churches and food pantries.

Mayor Celeste Rodriguez discussed local food distributions that are offered monthly and in an effort to close that gap, promoting CalFresh, WIC as a more long term option and look into additional resources.

Vice Chair Lopez thanked the Ad Hoc and staff for addressing this issue and added she has contacts of nonprofits willing to provide assistance to this effort.

Commissioner Friend would like to see more distributions along Maclay Street, such as the YMCA local schools and small businesses in the area to be more accessible to residents. Commissioner Friend offered to assist in food distributions.

Mayor Celeste Rodriguez discussed this item as an ongoing conversation as to how to handle the logistics, funding sources, community buy-in, etc.

Chair Gonzales thanked staff for the packet of resources. He suggested reaching out the Education Commission and the Principals Luncheon. Educators know the community's needs. It would be a good opportunity to promote the scholarship program to provide financial assistance. Libraries are good location to promote community resources for families. Volunteers are always needed at food distributions.

J. Salas added there is a tentative food kit distribution event on Wednesday, April 10<sup>th</sup>. Once this event has been confirmed, there will be more outreach.



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

M. Perez reported on senior programs such as the Elderly Nutrition Program, Intro to Computers for seniors, La Amistad Café, Doc Talks, and other workshops and activities. The Senior Club Valentine's Day Dance is scheduled for February 17<sup>th</sup>, and the monthly senior club meetings continue to occur on the first Sunday of the month at 1:00 pm.

TBC meetings have been focusing on mental health, vision boards, goals, self-esteem and other important topics. Tutcint Youth Empowerment will celebrate cohort number 9 at Recreation Park this weekend. Staff focused on mental health services and provided information on resources.

Leisure Classes at Recreation Park are growing in popularity. The Academic Drawing and the Ninja Ninja class is showing some success. Fitness class participants are being motivated by the new Fitness Bingo program which provides the opportunity to enter a raffle for some fun prizes.

Basketball and baseball are up and running. Opening day is on March 2<sup>nd</sup>. Adult Sports are also up and running just in time for the reopening of the fields and Recreation Park. Pickle ball is really picking up and seems to be a hit with adults.

Save the date for the Spring Jamboree on the March 30<sup>th</sup> at Las Palmas Park. Lopez Adobe tours have resumed on the fourth Sunday of the month from 1pm-4pm.

Commissioner Friend had questions regarding the Tutcint program and looks forward to the upcoming programs and events.

Vice Chair Lopez thanked staff for all the activities and events put on by the City.

Chair Gonzales inquired about offering youth volleyball as some community members have asked. Staff will look into the possibility of offering a variety of new programs including youth volleyball.

## **STAFF COMMUNICATION**

In response to concerns raised by Vice Chair Lopez, staff reported that the City Manager confirmed the broken door at Rudy Ortega Park has been repaired. In addition, the Chief was not

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available to attend tonight's meeting, however, he did confirm PD is conducting more patrolling at Rudy Ortega Park.

In response to Commissioner Friend's inquiries about the park clean up, the Beautification Ad Hoc will be back this month. The Ad Hoc plans four clean ups per year. The Commission is welcome to make recommendations as a group. The Cindy Montanez Natural Park clean up was postponed due to rain.

The BCRC provided a packet with services and resources available to the public.

Las Palmas Park has been designated to be an 11 day vote center from February 24<sup>th</sup> through March 5<sup>th</sup>.

Staff reported that Las Palmas Park is offering free workshops in April to help families living with someone suffering from Alzheimer's or dementia.

The City of San Fernando in collaboration with LA County is promoting people to shop locally. Participants will be entered in a drawing to win \$500.

A final design for the Pioneer Park playground project has been selected. Thank you all for the recommendations.

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

Commissioner Friend inquired about the date of the clean up at the City Montanez Natural Park. Once a date has been secured, staff will inform the commission.

Commissioner Friend asked if there are programs to address homeless individuals who reside at the same location for an extended length of time. Staff reported that North Valley Caring Services reaches out to homeless individuals. In addition, there will be an app available very soon to make service requests for those in need of help. Information is available on the City website, social media and on flyers.

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Vice Chair Lopez requested recommending the Cesar Chavez Memorial for a park clean-up. She also had questions about the area of the Cindy Montanez Natural Park that falls under the City's jurisdiction.

Vice Chair Lopez requested to invite PD to provide a report on updates at the parks. Chair Gonzales added to recommend an annual or quarterly report on updates at the parks.

Vice Chair Lopez motioned to add an agenda item requesting that SFPD provides a regular quarterly report on crime and updates on the parks. Chair Gonzales seconded the motion. The motion passed unanimously with the following roll call vote:

AYES: R. Gonzales, P. Lopez, and E. Friend

NOES:

ABSENT: N. Sanchez-Brooks

ABSTAIN:

Chair Gonzales motioned to add an agenda item for the Commission to hold a discussion to prioritize parks for the park clean-ups slated by Ad Hoc Committee. Vice Chair Lopez seconded the motion. The motion passed unanimously with the following roll call vote:

AYES: R. Gonzales, P. Lopez, and E. Friend

NOES:

ABSENT: N. Sanchez-Brooks

ABSTAIN:

Chair Gonzales thanked staff for all the work with the food banks and resources. Also a thank you to the Commission for the input on the design of the Pioneer Park Playground. In regards to the Alzheimer's workshops, perhaps reaching out the senior housing in the City or residents in surrounding areas such as Mother Gertrude to inform those interested in attending the workshops.

### **ADJOURNMENT**

The Parks, Wellness and Recreation Commission meeting was adjourned at 7:13 p.m. r

**To:** Chair Robert Gonzales and Commissioners

**From:** Julio Salcedo, Director of Recreation and Community Services  
By: Linda Bowden-Moreno

**Date:** March 14, 2024

**Subject:** Discussion Regarding the Cesar E. Chavez Memorial

**RECOMMENDATION:**

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

- a. Discuss the Ad Hoc Committee updates; and
- b. Provide staff with direction as appropriate.

**BACKGROUND:**

1. On June 7, 1993, the City Council approved of declaring March 31 an official City holiday honoring the late farmworker and civil rights leader, Cesar E. Chavez, thus becoming the first City in the country to establish the Cesar E. Chavez Holiday.
2. In 2004, the City of San Fernando in collaboration with the Cesar Chavez Commemorative Committee, honored the great civil rights and labor leader through the creation of the largest Cesar E. Chavez Memorial in the nation.
3. On October 6, 2014, the City Council approved a partnership with Pueblo Y Salud for fundraising efforts to repair and restore the Cesar E. Chavez Memorial.
4. On March 14, 2023, Commissioner Lopez requested information regarding the condition and possible beautification of the Cesar E. Chavez Memorial.
5. On April 11, 2023, The PWRC directed staff to draft a letter to Pueblo Y Salud that would start a potential collaboration to restore the Cesar E. Chavez Memorial Plaza.
6. On May 11, 2023, the PWRC tabled discussion on the item until the Commissioners had an opportunity to review the MOU with Pueblo Y Salud and provide feedback on the draft letter to Pueblo Y Salud.

7. On June 8, 2023, an Ad Hoc committee (Commissioners Lopez & Gonzales) was formed to gather information on the Cesar E. Chavez Memorial and how renovations would be funded.
8. On August 17, 2023, the Ad Hoc committee and the RCS Director met with Ruben Rodriguez of Pueblo Y Salud.

#### ANALYSIS:

The Ad Hoc committee met with Ruben Rodriguez, from Pueblo Y Salud, to discuss possible renovations for the Cesar E. Chavez Memorial Plaza. The discussion revolved around the history of the Memorial. Mr. Rodriguez noted that Pueblo Y Salud had started investigating renovations to the Memorial back in 2014, but the project stalled and has been dormant since then.

The cost was a big factor in putting the renovation on hold. The restoration project needed to raise the funds to pay for the repairs. A breakdown of those costs in 2014 is highlighted in the table below. It illustrates that back then the renovation cost was \$19,000. Today the cost would be much greater. The Ad Hoc Committee would need to look into today's cost and determine how these funds would be raised.

## Breakdown of Restoration Costs

Description of Work	Cost	ATTACHMENT "B"
<b>Mural Restoration</b> <ul style="list-style-type: none"><li>Artist touch-up</li><li>Mural Re-coat</li></ul> <b>Total:</b>	<div>\$9,000</div> <div>\$2,000</div> <div>\$11,000</div>	
<b>Replacement of Plaques</b> <ul style="list-style-type: none"><li>Cost of plaques</li><li>Labor remove, prepare, and install plaques</li></ul> <b>Total:</b>	<div>\$1,400</div> <div>\$1,800</div> <div>\$3,200</div>	
<b>Personalized Bricks</b> <ul style="list-style-type: none"><li>Cost of bricks</li><li>Labor to install</li></ul> <b>Total:</b>	<div>\$3,800</div> <div>\$1,000</div> <div>\$4,800</div>	
<b>TOTAL COSTS</b>	<b>\$19,000</b>	

The Ad Hoc committee also inquired about the maintenance of the Cesar E. Chavez Memorial. Staff reached out to the Public Works Department which is responsible for the care of the Memorial. Per the Public Works Department, the following table highlights the maintenance schedule of the Plaza.

Maintenance schedule Cesar Chavez Memorial

Task	Frequency	Hours	Cost
Cleaning	Daily	1	\$721.50
Mowing & Trimming	Weekly	4	\$1,229.40
Tree Care	Yearly	16	\$19,670.4
Special Projects	As needed	8 - 24	\$2,876 - \$12,876

**BUDGET IMPACT:**

There is no budget to review and discuss the Ad Hoc meeting. However, any possible beautification or restoration of the Cesar E. Chavez Memorial will incur a cost. Per 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.

**CONCLUSION:**

It is recommended that the Parks, Wellness, and Recreation Commission discuss any updates with regards to collaborating with Pueblo Y Salud, continue to look into funding opportunities and provide staff with direction as appropriate

**To:** Chair Robert Gonzales, and Commissioners

**From:** Julio Salcedo, Director of Recreation and Community Services  
By: Maribel Perez, Recreation & Community Services Supervisor

**Date:** March 14, 2024

**Subject:** Update on Beautification Ad Hoc and Discussion on Park Clean-Up Recommendations

## **RECOMMENDATION:**

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

- a. Receive and file a report regarding the Beautification Ad Hoc; and
- a. Discuss and prioritize a park recommendation for the park clean-ups slated by the Beautification Ad Hoc; and
- b. Provide staff with direction as appropriate.

## **BACKGROUND:**

1. On February 8, 2024, the Parks, Wellness and Recreation Commission voted to add an agenda item to discuss and select a park clean-up project for recommendation to the Beautification Ad Hoc.

## **ANALYSIS:**

The San Fernando City Council developed the San Fernando Beautification Program in June of 2021 to preserve beautiful homes and neighborhoods. The ad hoc is comprised of two council members and city staff from the Public Works Department and the Recreation and Community Services Department. The purpose of the Beautification Ad Hoc is to meet on a quarterly basis to review information and develop recommendations to City Council related to the beautification program concepts, which include but are not limited to the following:

- Identifying community clean-up project events and available city resources to provide the community with clean streets, parks, trails, and public parking facilities within the City;

## Update on Beautification Ad Hoc and Discussion on Park Clean-Up Recommendations

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- Under the direction of the City Manager, develop policy recommendations for Mural guidelines on public property, including but not limited to, City-owned buildings, parks, utility boxes, sidewalks, medians, and other publicly owned assets; and
- Review artist concepts and renderings for all proposed murals on public land and make related recommendations to City Council.

Since their inception, the ad hoc has advised on three community clean-up projects that included the:

- Mission City Trail (bike path), August 21, 2021
- Cindy Montañez Natural Park, May 14, 2022
- Cindy Montañez Natural Park, September 9, 2023

When planning a community clean-up event or project, staff will present the ad hoc with the details such as date, time and scope, and ask for their guidance and direction. Once approved by the ad hoc, staff will take the lead on the planning efforts to successfully complete the project and provide the ad hoc with a post event report.

The San Fernando Beautification Ad Hoc currently has one tentatively scheduled “Day of Service” event in 2024:

- Cindy Montañez Natural Park, April 6, 2024 (rescheduled from January)

### **BUDGET IMPACT:**

There is no budget impact to receive and file the update report on the San Fernando Beautification Ad Hoc.

### **CONCLUSION:**

It is recommended that the Parks, Wellness and Recreation Commission receive and file the update report on the San Fernando Beautification Ad Hoc, discuss and prioritize a park recommendation for the clean-up projects slated by the Ad Hoc and provide staff with direction as appropriate.





## AGENDA REPORT

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**To:** Chair Robert Gonzales, and Commissioners

**From:** Julio Salcedo, Director of Recreation and Community Services  
By: Maribel Perez, Recreation & Community Services Supervisor

**Date:** March 14, 2024

**Subject:** Update on New Park Signage

### **RECOMMENDATION:**

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

- a. Receive and file an update on the new park signage project from 2023; and
- b. Provide staff with direction as appropriate.

### **BACKGROUND:**

1. On March 14, 2023, Commissioner Lopez expressed concern regarding vandalism at Rudy Ortega Sr. Park.
2. On April 11, 2023, Commissioner Lopez requested information on current signage posted at the park with recommendations for potential informational signage.
3. On May 11, 2023, staff reported on current signage at Rudy Ortega Senior Park. Commissioners directed staff to assess current signage at all parks and provide cost information of adding new signs to all City parks and the bike path.
4. On June 8, 2023, staff provided an assessment of existing signage at all City parks along with cost estimates for the selected design for the new signs.
5. On June 20, 2023, City Council adopted the Fiscal Year 2023-2024 Annual Budget, which included an enhancement allocation of \$2,000 towards the purchase of new signs for City parks.

### **ANALYSIS:**

## Update on New Park Signage

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In 2023, the PWR commission held discussions over vandalism at Rudy Ortega Sr. Park that led to further discussion in regards to all parks including the Mission City Bike Trail. Part of the conversation revolved around residents' ability to report vandalism and suspicious activity at City parks to the proper personnel. Commissioners recommended adding new signage at the parks and bike path to provide residents with the proper contact information for reporting such activity.

In response, staff provided commissioners with an assessment of existing park signage, samples of new sign designs, and cost estimates accompanied by the pending budget enhancement request that was included with the department's budget for FY 2023-24 that would allow for the purchase of new signs. Commissioners received presentations from the City's Housing Division as well as the Police Department addressing many of their concerns regarding individuals experiencing homelessness, vandalism and services that were currently in place to assist resident in dealing with those issues. Staff from the office of the City Manager also attended a meeting and provided a brief overview of the resident request application that was in the works.

Having received all that information, the commission directed staff to hold off on the purchase of new signs until funding was secured and the resident request application, *My San Fernando Resident Request App*, was finalized and launched to ensure that the correct information was reflected on the new signs.

### **Proposed Sign Design**

The *My San Fernando Resident Request App* was launched on March 12, 2024. Following previous direction and in an effort to align the look of the new signs with that of the new resident request application, staff is recommending the following design options for consideration by the commission:



### **Option A**

#### **18in x 12in Aluminum Sign**

- Blue background
- White text
- Attachment holes on the top and bottom
- Aligns with the look of the new resident request application
- \$41.99 per sign
- Bulk discount available: 26- \$38.99 each
- Customaluminumsigns.com



### Option B

#### 18in x 12in Aluminum Sign

- White background
- Blue and black text
- Attachment holes on the top and bottom
- Aligns with the look of the new resident request application
- \$41.99 per sign
- Bulk discount available: 26- \$38.99 each
- Customaluminumsigns.com



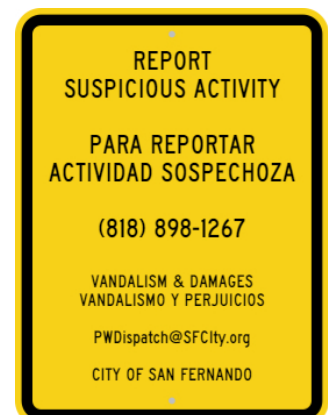
### Option C

#### 18in x 12in Aluminum Sign

- Green background
- White text
- Attachment holes on the top and bottom
- Aligns with park color scheme/surroundings
- \$41.99 per sign
- Bulk discount available: 26- \$38.99 each
- Customaluminumsigns.com

### Original Design Option

- Vendor did not have the option to add the QR Code to the sign.



## Update on New Park Signage

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All options contain the same information:

- 1). City contact for reporting suspicious activity; and
- 2). City contact for reporting vandalism and damages; and
- 3). QR Code for the new *My San Fernando Resident Request Application*.

Due to space limitations on the sign, staff included translation for the main content only. The “scan and download” instructions for the QR code for the resident application were not translated but staff added the Public Works dispatch email as an added resource. The color variations between the options does not affect the overall cost. The chart below illustrates the bulk discount provided by the vendor:

### CustomAluminumSigns.com

Qty.	1	10	26	57	76
Cost	\$41.99	\$40.49	\$38.99	\$37.49	\$35.99

### Proposed Sign Order by Park

Recreation Park	Las Palmas Park	Pioneer Park	Layne Park	Rudy Ortega Sr. Park	Cindy Montañez Natural Park	Mission City Bike Trail
3	3	2	1	2	3	8-10

### Cost Estimate (not including shipping and tax)

Quantity	Cost
26	\$1,013.74

Staff recommends purchasing 26 signs to be installed throughout all City parks and the Mission City Bike Trail, with a few extra signs for replacement needs or installation in other locations that may be identified at a later time.

### BUDGET IMPACT:

There is no budget impact to receive and file the update report on new park signage. However, the City’s annual budget for FY 23-24 was approved on June 20, 2023 and included an enhancement request of \$2,000, submitted by the department, for this specific project.

### CONCLUSION:

It is recommended that the Parks, Wellness and Recreation Commission receive and file the update report on new park signage and provide staff with direction as appropriate.



## AGENDA REPORT

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**To:** Chair Robert Gonzales, and Commissioners

**From:** Julio Salcedo, Director of Recreation and Community Services  
By: Maribel Perez, Recreation & Community Services Supervisor

**Date:** March 14, 2024

**Subject:** San Fernando Police Department Update on Park Activity

### **RECOMMENDATION:**

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

- a. Receive and file an update from SFPD on activity and crime in the Parks; and
- b. Provide staff direction as appropriate.

### **BACKGROUND:**

1. On February 8, 2024 the Parks, Wellness and Recreation Commission requested to receive quarterly updates from SFPD reporting on activity and crime in the Parks.

### **ANALYSIS:**

The recreational value of parks is integral to the well-being of the community and its residents, offering spaces for leisure, exercise, and social interaction. However, amid the serene environment of these public areas, parks also become focal points for various activities, both constructive and detrimental. As guardians of public safety, the City of San Fernando Police Department has diligently monitored and analyzed the trends in park activity and crime to ensure the continued enjoyment and safety of all park-goers.

The quarterly report aims to provide an overview of the recent activity and crime trends observed within the parks under the department's jurisdiction, which are the following:

- Recreation Park, 208 Park Ave.
- Layne Park, 120 N. Huntington St.
- Las Palmas Park, 505 S. Huntington St.
- Pioneer Park, 828 Harding Ave.

## San Fernando Police Department Update on Park Activity

Page 2 of 2

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- Rudy Ortega Senior Park, 2025 Fourth St.
- Cindy Montañez Natural Park, 801 Eight St.

The quarterly report will include a San Fernando City Parks Crime Trends table (Attachment A) illustrating information regarding police reports, moving citations, parking citations, traffic collisions and Community Resource Management (CRM's) that occurred in and around the parks. The report will also provide a map view of the City with color-coded citations (Attachment B) to provide an overview of the information reported on the table. The attachments provide a sample of the reports the commission will receive moving forward. This particular report shows the data from the last quarter of 2023 (October through December) as a reference.

In addition to providing the data, a representative from the Police Department will attend the PWRC meetings on a quarterly basis to present the report and answer any questions from the commission.

### Schedule of Quarterly Reports

Commission Meeting	SFPD Update Quarterly Report
January	October - December
April	January - March
July	April – June
October	July - Sept

### **BUDGET IMPACT:**

There is no budget impact to receive and file the San Fernando Police Department Update on Park Activity.

### **CONCLUSION:**

It is recommended that the Parks, Wellness and Recreation Commission receive and file the update report and provide staff with direction as appropriate.

<b>San Fernando City Parks Crime Trends</b>		<b>October 2023</b>	<b>November 2023</b>	<b>December 2023</b>	<b>Total</b>
<b>Recreation Park</b>	Reports	2	0	0	2
	Moving Citations	0	0	0	0
	Parking Citations	4	0	0	4
	Traffic Collisions	0	0	0	0
	CRMs	10	10	7	27
<b>Layne Park</b>	Reports	0	1	0	1
	Moving Citations	0	0	0	0
	Parking Citations	2	0	0	2
	Traffic Collisions	0	0	0	0
	CRMs	3	0	1	4
<b>Las Palmas Park</b>	Reports	0	0	0	0
	Moving Citations	0	0	0	0
	Parking Citations	0	0	1	1
	Traffic Collisions	0	0	0	0
	CRMs	12	24	17	53
<b>Pioneer Park</b>	Reports	1	1	2	4
	Moving Citations	0	0	0	0
	Parking Citations	2	3	0	5
	Traffic Collisions	0	0	0	0
	CRMs	4	4	2	10
<b>Ortega Park</b>	Reports	0	0	1	1
	Moving Citations	0	1	0	1
	Parking Citations	0	0	0	0
	Traffic Collisions	0	0	0	0
	CRMs	7	1	5	13
<b>Cindy Montanez Natural Park</b>	Reports	0	0	0	0
	Moving Citations	0	0	0	0
	Parking Citations	0	0	0	0
	Traffic Collisions	0	0	0	0
	CRMs	0	1	1	2

CRM: Community Resource Management

## Recreation Park

**Reports:**                      **Oct:**    **(2) Recovered Vehicles**

**Nov:**    ---

**Dec:**    ---

**Moving Cites:**            **Oct:**    ---

**Nov:**    ---

**Dec:**    ---

**Parking Citations:**    **Oct:**    **(4) Sweeper Violation**

**Nov:**    ---

**Dec:**    ---

**Traffic Collisions:**    **Oct:**    ---

**Nov:**    ---

**Dec:**    ---

## Layne Park

**Reports:**                      **Oct:**    ---

**Nov:**    **(1) Attempted Burglary**

**Dec:**    ---

**Moving Cites:**            **Oct:**    ---

**Nov:**    ---

**Dec:**    ---

**Parking Citations:**    **Oct:**    **(2) Sweeper Violation**

**Nov:**    ---

**Dec:**    ---

**Traffic Collisions:**    **Oct:**    ---

**Nov:**    ---

**Dec:**    ---



## Las Palmas Park

<b>Reports:</b>	<b>Oct:</b>	---
	<b>Nov:</b>	---
	<b>Dec:</b>	---
<b>Moving Cites:</b>	<b>Oct:</b>	---
	<b>Nov:</b>	---
	<b>Dec:</b>	---
<b>Parking Citations:</b>	<b>Oct:</b>	---
	<b>Nov:</b>	---
	<b>Dec:</b>	(1) Handicap Off-Street
<b>Traffic Collisions:</b>	<b>Oct:</b>	---
	<b>Nov:</b>	---
	<b>Dec:</b>	---

## Pioneer Park

<b>Reports:</b>	<b>Oct:</b>	(1) Possession of Nitrous Oxide
	<b>Nov:</b>	(1) Domestic Incident Report
	<b>Dec:</b>	(1) Possession of a Controlled Substance, (1) Possession of Nitrous Oxide
<b>Moving Cites:</b>	<b>Oct:</b>	---
	<b>Nov:</b>	---
	<b>Dec:</b>	---
<b>Parking Citations:</b>	<b>Oct:</b>	(2) Sweeper Violation, (1) No Parking Private Property
	<b>Nov:</b>	(3) No Parking Private Property
	<b>Dec:</b>	---
<b>Traffic Collisions:</b>	<b>Oct:</b>	---
	<b>Nov:</b>	---
	<b>Dec:</b>	---

## Ortega Park

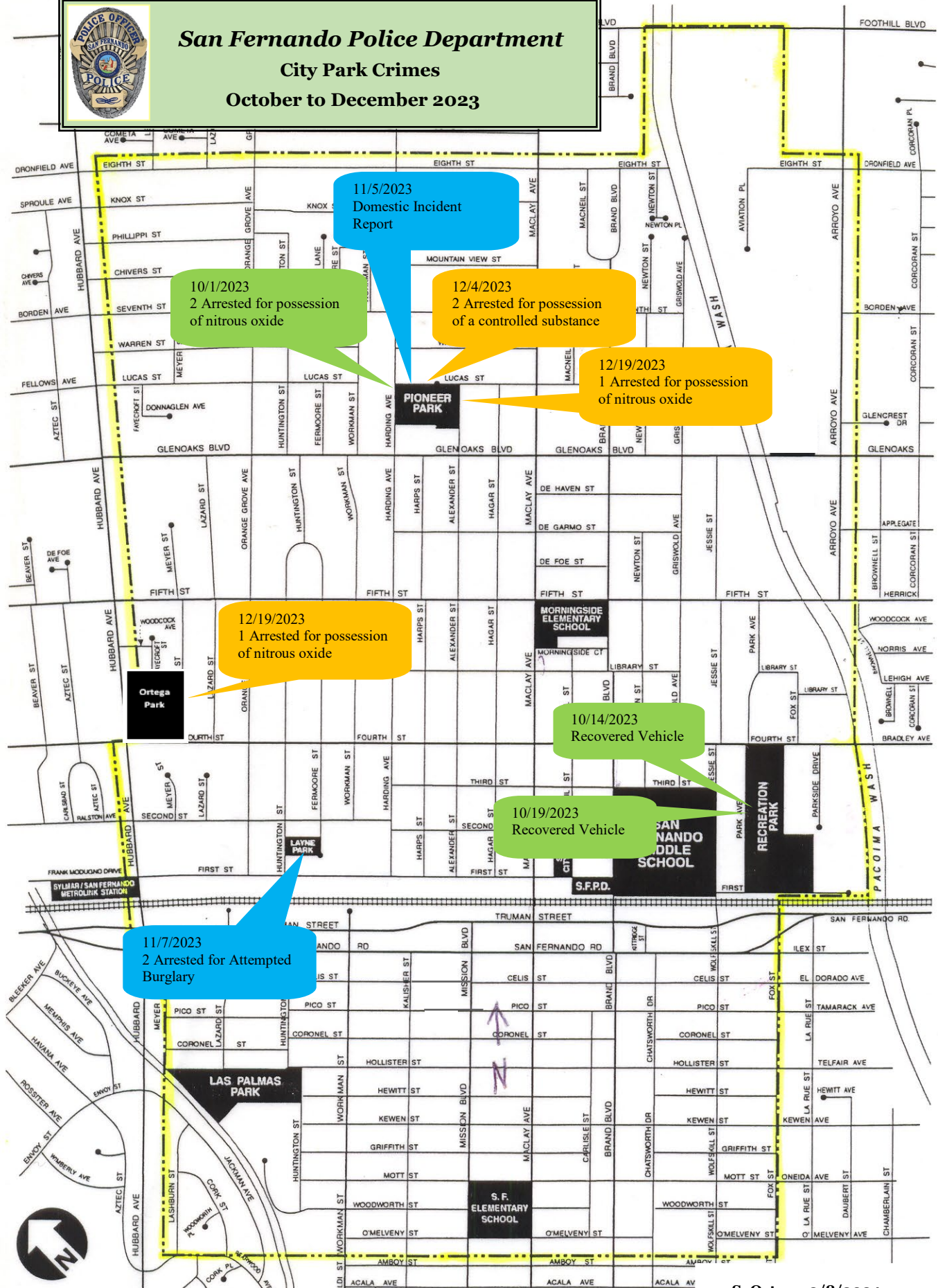
<b>Reports:</b>	<b>Oct:</b>	---
	<b>Nov:</b>	---
	<b>Dec:</b>	(1) Possession of Nitrous Oxide
<b>Moving Cites:</b>	<b>Oct:</b>	---
	<b>Nov:</b>	(1) In Park After Hours
	<b>Dec:</b>	---
<b>Parking Citations:</b>	<b>Oct:</b>	---
	<b>Nov:</b>	---
	<b>Dec:</b>	---
<b>Traffic Collisions:</b>	<b>Oct:</b>	---
	<b>Nov:</b>	---
	<b>Dec:</b>	---

## Cindy Montanez Natural Park

<b>Reports:</b>	<b>Oct:</b>	---
	<b>Nov:</b>	---
	<b>Dec:</b>	---
<b>Moving Cites:</b>	<b>Oct:</b>	---
	<b>Nov:</b>	---
	<b>Dec:</b>	---
<b>Parking Citations:</b>	<b>Oct:</b>	---
	<b>Nov:</b>	---
	<b>Dec:</b>	---
<b>Traffic Collisions:</b>	<b>Oct:</b>	---
	<b>Nov:</b>	---
	<b>Dec:</b>	---



**San Fernando Police Department**  
**City Park Crimes**  
**October to December 2023**



S. Ortega 3/8/2024



## AGENDA REPORT

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**To:** Chair Robert Gonzales and Commissioners

**From:** Julio Salcedo, Recreation and Community Services Director  
By: Maribel Perez, Recreation and Community Services Supervisor

**Date:** March 14, 2024

**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:**

#### **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.

### **Los Angeles Regional Food Bank Distribution**

The Regional Food Bank monthly distribution was held on March 4, 2024 from 9:00am-11:00am. This program continues to serve seniors age 60+ on a monthly basis at Las Palmas Park. This drive-through food program provides a free food kit containing nutritious items such as meats, canned fruits and vegetables, cereals and grains. The program serves an average of 150 seniors monthly. The next distribution will held on April 1, 2024. For more information on food assistance programs please contact Las Palmas Park at 818-898-7340.

## **SENIOR SERVICES**

### **Senior Meals**

In partnership with ONEgeneration, Las Palmas Park continues to host the Elderly Nutrition Program (ENP) for seniors. Free nutritious hot meals are served Monday through Friday. The program also provides meals five days a week for folks that are homebound, registration and home assessment required. The program is free for senior 60+ with a suggested donation of \$3.

### **Intro to Computers for Seniors**

The program is designed to teach seniors the basics of technology such as navigating a computer and registering for an email address. Workshops are offered in English and Spanish on Wednesday mornings at Las Palmas Park.

### **Monthly Birthday Celebrations**

Every first Wednesday of the month, staff coordinates a monthly birthday celebration for the seniors. Participants and celebrants enjoy coffee, tea and yummy birthday cake. All this is made possible by the continuous support from our partners.

### **Monthly Matinee**

Every first Thursday of the month Las Palmas Park is tranformed into a matinee featuring family friendly films and treats. The activity is open to the public, showtime is at 12pm.

### **Platicas de la Vida con Café**

In partnership with the Department of Mental Health, Las Palmas Park hosted a workshop on March 7 to discuss and offer assistance to those dealing with emotional trauma, anxiety and everyday life situations. Classes are in held in Spanish at 9am, another will be offered on March 21.

### **LP Senior Club News:**

- The St. Patrick's Day dance will be held on Saturday, March 16.
- Senior Club Monthly Meetings occur on the first Sunday of each month at 1:00 pm.

## **SOCIAL SERVICES**

### **Teens for a Better Community (TBC)**

On February 21, TBC participants enjoyed an evening filled with paint, pizza and wellness. The 16 high school aged members began with a mental health check-in, expressing their feelings with words before moving on to a session of artistic expression. Utilizing the provided canvas and paints, the teens tapped into their creativity and transformed emotions into stunning artwork. Additionally, they had the opportunity for one-on-one check-ins with the Social Services Coordinator to discuss their experiences with school and home life, ensuring personalized support and resources.

Next meeting will be held on Wednesday, March 20, at 6:00 PM, at Las Palmas Park.

### **Social Services – Spotlight on Mental Health Support**

During the month of January, staff developed Mental Health Support informational boards at both park facilities. The following information was posted and is readily available for any one in need of services:

#### **LA County Department of Mental Health**

LA County Department of Mental Health - Help Line at 800-854-7771

If anyone is experiencing or affected by a mental health, substance use, or suicidal crisis, they are encouraged to dial the 24/7 Help Line at 800-854-7771 for mental health referrals and crisis services.

#### **988 Suicide & Crisis Lifeline**

We can all help prevent suicide. The 988 Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals in the United States.

## **RECREATION**

### **Leisure & Fitness Classes**

Classes are currently in session and available for registration in-person by visiting one of the park offices or online by visiting [www.sfcity.org/sfrecreation](http://www.sfcity.org/sfrecreation).

- **3 Wins Fitness San Fernando**  
Mon, Wed & Fri | 8:15am | Recreation Park
- **Total Body Conditioning**  
Mon-Thur | 7:00pm | Recreation Park
- **Inclusive Zumba**  
Mon & Wed | 6:00pm | Recreation Park

- **Ninja Ninja Martial Arts**  
Mondays | 3pm | Recreation Park
- **Academic Drawing**  
Wednesdays | 4pm | Recreation Park
- **Folklorico**  
Wed & Fri | 7pm | Las Palmas Park
- **Shotokan Karate**  
Saturdays | 9am | Las Palmas Park
- **Senior Music**  
Tuesdays | 9am | Las Palmas Park
- **Clase de Canto**  
Thursdays | 9am | Las Palmas Park

**Call for Instructors:** In an effort to enhance the leisure class program, staff launched an instructor outreach campaign towards the end of February, seeking interested individuals to join our Contracted Class Program. Class proposal are due by the end of March for FY 24-25 consideration.

### **Youth Sports**

**Winter Youth Basketball** is coming to an end. Playoff and championship games are scheduled for later this month. Competition is heating up as teams get ready to claim this season's championship. Catch all the action at Recreation Park on March 16 and 23 starting at 9am. Registrations for Spring Clinic and Summer season will begin in April.

**Mission City Baseball Spring Season** has officially begun. Official Opening Day festivities scheduled for March 2 were cancelled due to inclement weather but teams and families came out the following weekend on March 9 for the team parade and introductions. That marked the official start of the season with games and practices at Las Palmas Park.

**Tennis Classes** will resume instruction in the month of March at the Pioneer Park Courts. Rainy weather put a damper on earlier sessions but clear skies and a new instructor are on the horizon. Classes are held on Saturday mornings.

### **Adult Sports**

Coed Softball is back at Recreation Park! Swing by on Tuesday evenings from 7-10pm and check out the excitement as the teams break in the new field at Rec Park!

### **Upcoming Adult Spring Leagues**

Basketball: April – June

Volleyball: April – June

**Pickleball Open Gym** is going strong at Las Palmas Park on Tuesday evenings. Both seasoned and new players join in on the fun and take advantage of the free lesson before hitting the courts to show off their skills. The evening program will move back to Recreation Park in April.

## COMMUNITY EVENTS

### Upcoming Events

Spring Jamboree | Saturday, March 30<sup>th</sup> | 10am – 1pm, Las Palmas Park

## SPECIAL INTERESTS

### Lopez Adobe

Tours of the Lopez Adobe have resumed. A full calendar for the year is available on the City website. Special group/private tours can be arranged by calling the park office at 818-898-1290.

March 24<sup>th</sup>

4<sup>th</sup> Sunday of the month | 1-4pm

April – October

3<sup>rd</sup> Saturday of the month | 6-9pm & 5-8pm

Tours on the same night as the San Fernando Outdoor Market

*(full calendar will be available by early March)*

### **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.