

**PARKS, WELLNESS AND RECREATION COMMISSION**

**July 14, 2020 Meeting Minutes**

**6:30 p.m., Teleconference – Per Governor’s Executive Order**

**PRESENT:** Commissioner Sandie Richards, Commissioner Joe Ponce,  
Commissioner Nina Herrera, Commissioner Jason Hayes,  
and Commissioner Saydith Navarro

**ABSENT:**

**ALSO PRESENT:** Julian Venegas, RCS Director  
Tim Hou, Deputy City Manager/Director of Community Development  
Linda Bowden-Moreno, RCS Office Specialist

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**I. Call to Order/Roll Call**

- Meeting called to order at 6:38 p.m. by Commission Chair, Sandie Richards  
Present: Ponce, Herrera, Hayes, and Navarro  
Absent:

**II. Pledge of Allegiance**

- Led by Commissioner Ponce

**III. Approval of Agenda**

**Motion was made to approve the agenda of the Parks, Wellness and Recreation Commission meeting for July 14, 2020.**

Motion: Ponce      Second by: Navarro

For: All

Against:None

Abstained:None

#### **IV. Public Comment**

- No Public Comment

#### **V. Cultural Arts Liaisons Report**

- No Cultural Arts Liaisons Report

#### **VI. Consent Calendar**

- Approval of Minutes – January 14, 2020, February 11, 2020 and June 9, 2020

**Motion was made to approve the Consent Calendar Items: Minutes – January 14, 2020, February 11, 2020 and June 9, 2020 of the Parks, Wellness and Recreation Commission.**

Motion: Hayes      Second by: Ponce

For: Navarro

Against: None

Abstained: Richards, Herrera

#### **VII. New Business**

##### **A. Citywide Parking Management Master Plan Presentation**

- Tim Hou, Deputy City Manager/Director of Community Development, provided a background on the City's parking issues and the goal to address the concerns and present solutions. The City received the SKAG Grant award which resulted in the hiring of a consultant to develop a Parking Management Master Plan and the release of a Request for Proposal (RFP) to select a consulting firm to lead this project.
- The Professional Services Agreement was awarded to KOA Corporation. Brian Marchet with KOA provided a presentation to the PWRC. He discussed KOA's experience with parking, management and outreach with other municipalities.
- Katherine Padilla with *Katherine Padilla and Consultants* participated in the presentation and discussed the team's planned outreach strategies which includes participation from Commissions, stakeholder interviews and community meetings.
- Mr. Hou and the consulting team is looking for recommendations and feedback from this Commission.

- Commissioner Navarro had questions regarding planned outreach and the use of social media to seek input from the community. Commissioner Navarro added that parking in her neighborhood has become very problematic.
- Commissioner Herrera had questions regarding the timeline of conducting the study on parking issues at local churches and places of worship.
- Commissioner Hayes requested that community meetings be conducted in Spanish and English to include members of the community that are Spanish speaking only.
- Commissioner Hayes also requested clarification regarding the issues the parking study is targeting and whether parking fees will be imposed on current free public parking areas.
- Commissioner Ponce commented that there are citywide parking issues in San Fernando. The study would be more accurate if conducted once businesses begin to re-open.
- Commissioner Ponce recommended multi-level parking structures.
- Commissioner Richards is concerned with parking problems given the density caused by the number people residing in single family homes. She also pointed out the parking issues at the Church located on Glenoaks and Harding due to the lack of parking for surrounding apartment building. Commissioner Richards also asked about timed parking.
- Commissioner Hayes inquired about placing the responsibility of providing adequate parking on the building owners.
- Commissioner Ponce added that apartment buildings typically provide 1 or 2 parking spaces for their tenants, however, many units have too many people residing in the apartment units.
- Timothy Hou thanked the Commission for their valuable input. This study will take all concerns and recommendations into consideration.
- Mr. Hayes asked for the Commissioner's input regarding parking at the City parks. Commissioner Hayes commented that parking surrounding the parks should remain free.
- Commissioner Ponce added that the added parking lot at Recreation Park did help, however, parking continues to be very limited given the number of visitors and surrounding residents.

- Commissioner Herrera commented that parking at Recreation Park and Las Palmas Park has always been problematic especially during baseball season. Commissioner
- Navarro mentioned that Pioneer Park also tends to get very congested during little league season which impacts the residents and church parking lot.
- Julian Venegas that parking at the City parks is especially problematic when events and activities are going on.

#### **B. New Grant Opportunities**

- Julian Venegas discussed the Per Capital Grant Program which will give the City an opportunity to apply for \$178K in grant funds. Staff will be attending a webinar on August 14, 2020.
- The Statewide Park Program (Round 4) is a competitive grant program with close to \$4 million available. Submission is due by December 14, 2020.
- Measure A - LA County Grant requires the City to expend all of the Prop. A funds prior to application. The allocation of funds from this grant is approximately \$129K.
- The Rotary International Grant would make approximately \$5k available for a project yet to be identified.
- Julian Venegas went over the list of the identified projects that were identified from the community meetings held in 2018 and 2019. The list will be sent out to each commissioner to determine if the projects are still the improvements the Commission would like to see.
- Commissioner Hayes asked when the Commissioner's feedback is due.
- Commissioner Navarro asked if grant awards would affect the partnership with the Wild Horse Foundation.
- Commissioner Richards supports the pursuit of grant funding and would really like to see the tot-lots renovated for children and families to have as a public resource.

**C. AB1234 Ethics Training Recertification**

- Julian Venegas reminded the Commissioners that the AB1234 Ethics Training is required every 2 years and several of the Commissioners are due for recertification.

**VIII.Continued Business**

**D. Prop. 68 Grant**

- This grant will now be referred to as the Layne Park Revitalization Project.
- The City will be releasing a Request for Proposal (RFP) to select a design consultant to assist with the design of the various projects at Layne Park.
- Once a design is completed, the City will release an RFP for the actual construction of the projects.

**E. Department's Response to Covid-19**

- The City continues to follow the County's guidelines such as making Cooling Centers available for the public during extreme heat while observing the guidelines and protocol related to the pandemic.
- There is still no in-person programming or gatherings based on the County's direction.
- Commissioner Ponce had questions regarding the number of people attending Cooling Centers. Per Julian Vegas, the gymnasiums and multi-purpose rooms are the designated sites for Cooling Centers which allows about 25 people to enter while observing social distancing.
- Commissioner Ponce asked if City Hall would be available if Cooling Centers fill to capacity. Per staff, City Hall would be off limits, however, the park facilities have not faced the problem of reaching capacity thus far.
- Commissioner Hayes inquired about notifying the public about the availability of Cooling Centers and also expressed concerns on properly informing the public about safety protocols. Staff informed the Commission that signage and fencing has been provided at the parks. Unfortunately some people are not observing the signage.

- Commissioner Ponce added that we are three month's into this pandemic and people are well aware about the safety protocol. Facilities need to be closed down. The PD needs to start enforcing the use of masks and social distancing.
- Commissioner Herrera agrees with Commissioner Ponce's comments. People are passing away from Covid-19 and people still do not observe the guidelines.
- Commissioner Herrera asked about precautions the City is taking at the Cooling Centers. Per staff, the screening process includes a series of questions given by a staff person who is behind a barrier, masks are required, hand sanitizers are available, seating is arranged to observe social distancing and one directional walking traffic is enforced.
- Commissioner Herrera recommended sending Cooling Center information to seniors with their water bill for those who do not have social media.

#### **F. Community Theatre Program**

- Julian Venegas informed the Commission that Council strongly supports this program. A blurb regarding the Theatre Program will be included in the August newsletter.
- A Community Meeting is scheduled for August 10, 2020. Julian Venegas will communicate with Commissioner Hayes and Commissioner Navarro to develop an agenda for the Community Meeting

#### **G. Las Palmas Park Renovations**

- Julian Venegas reported that the Contractor, Vincor, will begin renovations in mid-August. The renovations include the lobby, kitchen and banquet room and will be funded by Prop. A funds.

#### **H. Youth Reinvestment Grant Program**

- This program will now be known as the Youth Empowerment Program which is run by the Pukuu and Tataviam Tribe. The program is not operating on site. Program activities are conducted virtually.
- A new program coordinator is now on board. This program is made possible

through a grant.

## **IX. Staff Communication**

- Marisol Diaz, Program Specialist, provided an update for the Commission. The first RCS Dept. News Letter was released in July which is Parks and Rec. Month.
- The Dept. is offering numerous virtual activities such as Summer Camp at Home, Fitness Classes, Updates via Face Book, Trivia, Bingo, Pen-Pal Program,
- Commissioner Navarro thanked staff for keeping people connected and added that her family members are enjoying the virtual programs.
- Commissioner Herrera thanked staff for the update and likes the Pen Pal Program.
- Commissioner Hayes commented on the importance of keeping people connected during these difficult times. He also inquired about how to do outreach on the monthly newsletter.
- Commissioner Ponce thanked staff for their work on the virtual programming.
- Staff informed the Commission that the next Food Bank distribution is scheduled for Monday, August 3<sup>rd</sup> at Las Palmas Park. It will be a drive-through for registered participants.

## **X. Commissioner Comments**

- Commissioner Hayes thanked staff for the work involved in setting up virtual meetings and communications.

## **XI. Agenda Items for Next Regular Meeting on August 11, 2020 at 6:30 p.m.**

- Commissioners may email agenda items to staff.

## **XII. Adjournment**

**Motion was made to adjourn the meeting at 8:35 p.m.**

Motion: Ponce      Second by: Navarro  
For: All  
Against:None  
Abstained:None