



CITY OF SAN FERNANDO
PARKS, WELLNESS AND RECREATION COMMISSION

REGULAR MEETING MINUTES
SEPTEMBER 11, 2025
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

Chair J. Cuellar called the meeting to order at 6:35 p.m. Administrative Assistant, Linda Bowden-Moreno, called the roll call.

The following persons were recorded as present:

PRESENT:

Chair Julie Cuellar, Vice Chair Natasha Sanchez-Brooks, Commissioner Erica Friend, and Commissioner Flor Sanchez

ABSENT:

Commissioner Christian Garcia

ALSO PRESENT:

Director of Recreation and Community Services Department Julio Salcedo, Public Works Director Wendell Johnson, Civil Engineering Assistant II Manuel Fabian, Recreation Supervisor Maribel Perez, Administrative Assistant Linda Bowden-Moreno and Human Resources Assistant, Soledad Chavez

PLEDGE OF ALLEGIANCE

Led by Commissioner E. Friend

APPROVAL OF AGENDA

PARKS, WELLNESS AND RECREATION COMMISSION

Regular Meeting Minutes –September 11, 2025

Page 2 of 6

Commissioner E. Friend motioned to approve the agenda for the September 11, 2025 Parks, Wellness and Recreation Commission Regular Meeting. Commissioner F. Sanchez seconded the motion. The motion passed unanimously with the following roll call vote:

AYES: Chair Cuellar, Vice Chair Sanchez-Brooks, Commissioner Friend,
Commissioner Sanchez

NAYES:

ABSENT: Commissioner Garcia

ABSTAIN:

PRESENTATIONS

Recreation Leader, James Enciso provided a presentation on the Teens for a Better Community program alongside two TBC participants. This presentation gave an overview of the following items:

- Vision and mission statement
- Opportunities and benefits
- Events hosted
- Photos of program featuring different projects and collaborations.
- Benefits of joining the program
- Leadership in TBC
- A look ahead

At this time, Mr. Enciso answered questions from the commissioners such as who founded the program, how they go about recruiting and age requirements for the program.

RJM Design Group Project Manager, Andy Steen provided a presentation of the Las Palmas Park Revitalization Project. This presentation highlighted the following:

- Brief history of project.
- Community canvassing by Pacoima Beautiful.
- Preliminary design, which include phase one and phase two.
- Budget constraints and grants.
- Phase one at 60% construction.

Public Works Director Wendell Johnson also spoke on the work currently being done at Las Palmas Park. He also added that the construction would last 6 months or less.

PARKS, WELLNESS AND RECREATION COMMISSION

Regular Meeting Minutes –September 11, 2025

Page 3 of 6

Mr. Steen answered questions from the commission ranging from construction timeline to conceptual design.

PUBLIC STATEMENTS – WRITTEN/ORAL

Delia Vicente, a doctoral student at Cal State Bakersfield, commented on the city's park apparatuses. Ms. Vicente found during her dissertation project, there are more cognitive engaging park apparatuses in higher income communities. She requested that the commission take into consideration installing cognitive engaging apparatuses in the playground at Las Palmas Park.

CONSENT CALENDAR

1. APPROVAL OF MINUTES

Commissioner Sanchez-Brooks motioned to approve the Consent Calendar approving the Minutes of the August 14, 2025 Parks, Wellness and Recreation Commission regular meeting.

Commissioner F. Sanchez seconded the motion. The motion passed unanimously with the following roll call vote:

AYES: J. Cuellar, E. Friend, N. Sanchez-Brooks, F. Sanchez

NOES: None

ABSENT: C. Garcia

ABSTAIN: None

ADMINISTRATIVE REPORTS

2. UPDATE ON PROGRAMMING AT THE PIONEER PARK PUIG HOUSE- RCS Director Julio Salcedo introduced Delia Vicente, Executive Director of UCLA Head Start program and her team to provide a presentation on the services offered. In partnership with the City of San Fernando, UCLA Head Start will offer comprehensive child development and family support services for low-income families with children aged 0-3 through early head start and for 3-year-olds through head start. The program includes home visits, group socializations, and center-based services, with a mobile bus initiative planned to reach underserved communities. Also available is a father engagement program called Dads Incorporated and an obesity prevention program called "Let's Play Outside" that provides sports equipment to families. The program is free and serves specific zip codes in the San Fernando Valley, with eligibility based on age, income, and special circumstances.

PARKS, WELLNESS AND RECREATION COMMISSION

Regular Meeting Minutes –September 11, 2025

Page 4 of 6

UCLA Head Start is very excited to collaborate with the City of San Fernando in serving the residents and surrounding community by offering programs with a focus on school readiness.

3. UPDATE ON THE CITY APP – Administrative Assistant, Linda Bowden-Moreno presented application updates on behalf of City Manager, Will Pettener. This report contained a one-year analysis of opened requests on the City App. The analysis highlighted an increase in reports of illegal dumping, littering and graffiti on public property in the month of August 2025. A total of 122 reports were made for illegal dumping and 56 reports of graffiti on public property.

Public Works Director Wendell Johnson answered questions from the commissioners ranging from repair turn-around time to explaining how reports are received/processed. Commissioners commented on the accuracy of the analysis.

4. UPDATE ON CAPITAL IMPROVEMENT PROJECTS BY PUBLIC WORKS – City of San Fernando Civil Engineer Assistant II, Manuel Fabian presented an update on the current capital improvement projects for FY 2025-2026. This presentation provided information the following projects:

- Pacoima Wash Bikeway Project (*in progress*)
- Citywide Traffic Signal Synchronization Project (*in progress*)
- Las Palmas Park HVAC Project (*in progress*)
- Bus Shelters Project (*in progress*)
- Carlisle Street Green Alley Project (*in progress*)
- Fog Seal and Striping of City Parking Lots Phase 2 (*upcoming project*)
- Las Palmas Park Revitalization Project (*upcoming project*)

Mr. Fabian opened the floor for any questions. Commissioner Sanchez asked for an update on the City's trolley service. Mr. Johnson spoke on the previous trolley vehicle and the white bus that has taken its place. Mr. Johnson also shared information on grant opportunities for City projects.

5. CESAR E. CHAVEZ MEMORIAL RENOVATION PROJECT UPDATE – No update at this time.

6. DEPARTMENT PROGRAMS AND SERVICES UPDATE – Administrative Assistant Linda Bowden-Moreno shared updates on the following items:

PARKS, WELLNESS AND RECREATION COMMISSION

Regular Meeting Minutes –September 11, 2025

Page 5 of 6

- Summer Day Camp photo highlights and newsletter
- Concerts in the Park
- City's 114th Birthday
- Little Libraries Eagle Scout Project by Ernesto Prado Jr.
- Hispanic Heritage event on 09/10/25 at Las Palmas Park
- Youth Sports
- Adult Sports and open gym programs
- After School At The Park and Teens For A Better Community
- UCLA Head Start Parks & Play photos
- El Grito Celebration taking place on 09/13/25
- Dia De Los Muertos event taking place on 10/25/25

Staff opened the floor for questions and comments.

STAFF COMMUNICATION

Recreation and Community Services Supervisor, Maribel Perez shared information on the following items:

- 3WINS program
- L.A. County RX program filming session at Recreation Park to showcase the 3WINS program
- Presentation by Recreation Leader, Daniela Yanez at next month's meeting
- Recognition for Ernesto Prado Jr. for his work on the little libraries.

Director of Recreation and Community Services Department Julio Salcedo announced that the Mexican Consulate will be hosting The Mexican Consulate on Wheels Program in collaboration with the City of San Fernando. This even will take place in October 2025. This item will go before City Council on Monday. The Consulate on Wheels program will begin on Tuesday, October 7th through Saturday, November 7th. Location TBD. Days of service are Tuesday thru Saturday, 8:30am-3:30pm. There will be an opening ceremony the first day of service.

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

Vice Chair Sanchez-Brooks and Commissioner Sanchez commented on the little libraries and the upcoming City and RCS Department events.

Chair Cuellar reported a loose chain on the gate facing Hubbard St. at Rudy Ortega Park causing the gate to not close completely. Mr. Salcedo will relay her report to the proper department

PARKS, WELLNESS AND RECREATION COMMISSION

Regular Meeting Minutes –September 11, 2025

Page 6 of 6

OCTOBER AGENDA ITEMS:

1. San Fernando Police Department update on park activity
2. Robert's Rules of Order Meeting Procedures
3. Update on Kalisher Pocket Park contract by Public Works
4. Cesar E. Chavez Memorial renovation project update

ADJOURNMENT

Chair J. Cuellar adjourned the Parks, Wellness and Recreation Commission meeting at 8:44 p.m.