



CHAIR JULIE CUELLAR
VICE CHAIR NATASHA SANCHEZ-BROOKS
COMMISSIONER ERICA FRIEND
COMMISSIONER CHRISTIAN GARCIA
COMMISSIONER FLOR SANCHEZ

CITY OF SAN FERNANDO

PARKS, WELLNESS, AND RECREATION COMMISSION REGULAR MEETING AGENDA SUMMARY THURSDAY, OCTOBER 9, 2025 – 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 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 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

APPROVAL OF AGENDA

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

PRESENTATION

AS@P (After School at the Park) Teen Program Presentation by Daniela Yanez, Recreation Leader II

DECORUM AND ORDER

City Commissioners are appointed by City Council and must be free to discuss issues confronting the city in an orderly environment. Members of the public attending City Commission meetings shall observe the same rules of order and decorum applicable to the City Council ([SF Procedural Manual](#)). Any person making impertinent derogatory or slanderous remarks or who becomes boisterous while addressing a City Commission or while attending a City Commission meeting, may be removed from the room if the Presiding Officer so directs the Sergeant-At-Arms and such person may be barred from further audience before the City Commission.

PUBLIC STATEMENTS – WRITTEN/ORAL

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

Members of the public may submit comments by email to LMoreno@sfcity.org no later than **12:00 p.m. the day of the meeting**, to ensure distribution to the Parks, Wellness, and Recreation Commission and made part of the official public record of the meeting.

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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: 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.

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

- a. September 11, 2025- Regular Meeting

ADMINISTRATIVE REPORTS

2) SAN FERNANDO POLICE DEPARTMENT UPDATE ON PARK ACTIVITY

Recommend that the Parks, Wellness, and Recreation Commission receive and file this Informational report by SFPD, updating on activity and crime in the parks.

3) INFORMATIONAL PRESENTATION AND OVERVIEW OF ROBERT’S RULES OF ORDER MEETING PROCEDURES

Recommend that the Parks, Wellness, and Recreation Commission receive and file a presentation by the City Clerk on the basics of Robert’s Rules of Order meeting procedures.

4) UPDATE ON KALISHER POCKET PARK CONTRACT BY PUBLIC WORKS

Recommend that the Parks, Wellness, and Recreation Commission receive and file an informational update from the Public Works Department regarding the contract status of the Kalisher Pocket Park as a possible Dog Park location.

5) CESAR E. CHAVEZ MEMORIAL RENOVATION PROJECT UPDATE

Recommend that the Parks, Wellness, and Recreation Commission:

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- 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.

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.

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.

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Dated: _____ at: _____

Signed By: _____

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) 898-7349 or LMoreno@sfcity.org at least 48 hours prior to the meeting.



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

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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.

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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.

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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:

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- 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

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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.

To: Commission Members

From: Julio Salcedo, Director of Recreation and Community Services
By: Maribel Perez, Recreation & Community Services Supervisor
CJ Chiasson, SFPD Commander
Sylvia Ortega, Police Records Administrator

Date: October 9, 2025

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.

San Fernando Police Department Update on Park Activity

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- Las Palmas Park, 505 S. Huntington St.
- Pioneer Park, 828 Harding Ave.
- 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.

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.

ATTACHMENTS:

- A. Park Crime Trends Report (to be provided at the meeting)
- B. Park Crime Map (to be provided at the meeting)

To: Chair Julie Cuellar and Commissioners

From: Julia Fritz, City Clerk

Date: October 9, 2025

Subject: Informational Presentation and Overview of Robert's Rules of Order Meeting Procedures

RECOMMENDATION:

It is recommended that the Parks, Wellness and Recreation Commission receive and file this informational report and overview regarding Robert's Rules of Order to support the effective and consistent conduct of Commission meetings.

BACKGROUND:

With the recent onboarding of new Commissioners, and as a refresher for current Commissioners, the City Clerk's Office is providing City Commissions with a brief video overview of Robert's Rules of Order. This effort is part of a broader initiative to promote consistency and clarity in how meetings are conducted across advisory Commissions.

ANALYSIS:

Robert's Rules of Order ("Robert's Rules") is a widely accepted system of Parliamentary Meeting Process and Guidelines (Attachment "A") that promotes fairness, structure, and efficiency during meetings. While it is not intended to make meetings overly formal, it does provide a framework that helps maintain order and ensure that all Commissioners have equal opportunity to participate in the decision-making process.

The purpose and principles of Robert's Rules is to provide a standardized process for fair, orderly, and efficient meetings, ensuring equal participation, protecting majority and minority rights, keeping discussions focused, and reaching clear democratic decisions. Robert's Rules is widely used by the City of San Fernando's City Council, other elected bodies, boards, commissions, nonprofit organizations, and other decision-making groups.

The roles and responsibilities of the Chair and Commission Members.

Chair's Role

- Preside and keep order.
- Recognize speakers.
- Guide agenda and motions.
- Ensure rules and decorum are followed.

Commission Members' Role

- Participate respectfully.
- Make, second, and debate motions.
- Vote on matters.
- Support orderly and transparent meetings.

Common Motions

- Main Motion - Advance Action
- Second Motion – Support and Advance Action for a vote
- Friendly Amendment - Change wording of a motion. Motion maker must accept friendly amendment.
- Continue/Table - Delay to another meeting.

Discussion & Voting

- Speak only after recognition by the Chair.
- Stay on topic and be concise.
- Debate is respectful and time-limited.
- Voting methods: roll call.
- Most decisions by majority vote.

Meeting Decorum & Best Practices

- Avoid interruptions and side conversations.
- Listen actively and respect all views.
- Come prepared and focused on the agenda.
- Maintain civility and professionalism.

As part of this process, Commissioners will also watch a brief video <https://youtu.be/Kit39MysFL4?si=tG7lvqKoAvCakX-H> highlighting the fundamental concepts of *Robert's Rules of Order*.

Providing this overview will enhance meeting efficiency and support effective governance by ensuring all Commissioners are familiar with the basic rules of procedure. The City Clerk's Office will remain available to provide ongoing support and guidance as needed.

BUDGET IMPACT:

There is no budget impact in receiving a presentation on *Robert's Rules of Order*.

CONCLUSION:

It is recommended that the Parks, Wellness and Recreation Commission receive and file this informational report and overview regarding Robert's Rules of Order to support the effective and consistent conduct of Commission meetings.

ATTACHMENTS:

A. Parliamentary Meeting Process & Guidelines

PARLIAMENTARY MEETING PROCESS & GUIDELINES

CALL TO ORDER

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

PRESENTATIONS:

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

Repeat for each item

PUBLIC COMMENT PERIOD:

Members of public submit speaker slips to staff no later than the closure of public comment period

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

CONSENT CALENDAR:

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

PUBLIC HEARINGS:

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

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

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

ADMINISTRATIVE REPORT ITEMS:

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

Repeat for each item

STAFF COMMUNICATION/UPDATES

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

MEMBER COMMENTS/LIAISON UPDATES

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

ADJOURNMENT

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

***Roll Call Notes**

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

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

****Etiquette Notes**

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

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

Generally, the Chair and Vice-Chair are addressed by members and staff as "Madam/Mister Chair/Vice-Chair" or "Chair/Vice-Chair X." Other members are "Commissioner X," or "Council/Committee/Board Member X." Staff are typically addressed as "Mr./Ms. X." The City Clerk is sometimes addressed as "Madam/Mister Clerk."

To: Chair Julie Cuellar and Commissioners

From: Julio Salcedo, Director of Recreation and Community Services

Date: October 9, 2025

Subject: Update on Kalisher Pocket Park Contract by Public Works Department

RECOMMENDATION

It is recommended that the Parks, Wellness and Recreation (PWR) Commission receive and file an update on the status of the Kalisher Pocket Park Contract and discuss the possibility of this location as dog park.

BACKGROUND/ANALYSIS

Commissioner Flor Sanchez and Vice Chair Sanchez-Brooks added the item of developing a dog park in the City of San Fernando. The PWR Commission requested that Public Works staff look into the status of the contract for the Kalisher Pocket Park and discuss the feasibility of utilizing this location as a dog park.

At the May 8, 2025 PWRC regular meeting, staff received direction from the Commission to invite a Public Works staff member to discuss available spaces, costs, and consider Kalisher Pocket Park as a possible option for a dog park. The Public Works Department staff have attended several commission meetings to discuss this item.

At the August 14, 2025 regular meeting, Public Works Director Wendell Johnson discussed available grant opportunities that may include the development of a dog park.

At the September 11, 2025 regular meeting, Civil Engineering Assistant II Manuel Fabian provided a number of updates on capital improvement projects. The PWR Commission requested an update on Kalisher Pocket, specifically the status of the contract. Public Works Director Wendell Johnson will look into the status of the contract and provide an update to the PWR Commission.

BUDGET IMPACT

There is no impact to the budget by discussing this item.

To: Chair Julie Cuellar and Commissioners

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

Date: October 9, 2025

Subject: Cesar E. Chavez Memorial Renovation Project Update

RECOMMENDATION:

It is recommended 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.

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 E. 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.
9. In 2024, the Ad Hoc Committee met with RCS Director Julio Salcedo to review the existing MOU with Pueblo Y Salud. The Ad Hoc agreed to meet after the July 11, 2024 PWR Commission regular meeting
10. On August 9, 2024, the Ad Hoc, RCS Department staff and Pueblo Y Salud met and reviewed the MOU agreement. Consensus was reached to schedule a tour of the Cesar E. Chavez Memorial and Recreation Park Facility.
11. As a result of the November 5, 2024, San Fernando City Council elections, Robert Gonzales and Patty Lopez would no longer serve on the PWRC.
12. At the PWRC meeting held on April 10, 2025, Commissioner Erica Friend requested to add an agenda item to select new members for the Ad Hoc Committee.
13. At the May 8, 2025 PWRC regular meeting, Commissioners Erica Friend and Flor Sanchez volunteered to be Ad Hoc Committee members.
14. At the July 10, 2025 PWRC regular meeting, RCS Director J. Salcedo reported that the City Council Ad Hoc has reactivated to continue working with Pueblo Y Salud on this project.
15. At the August 14, 2025 PWR Commission meeting, Mr. Salcedo informed the commission that a meeting and walk-through of the memorial was held with City Council, the Public Works Director and the RCS Director. A day of service may be planned in March of 2026 for a community clean up. More information will be provided as it becomes available.

ANALYSIS:

The City has an MOU with Pueblo Y Salud (PYS), which allows access for the organization to program and maintain the monument. In past years, PYS has spearheaded fundraising efforts to help the City offset costs associated with the restoration and maintenance of the monument. The

Department of Public Works reinstalled commemorative plaques that had been stolen. Staff reported that the installation involved cutting into the base and the use of industrial strength adhesive to secure the new plaque in place. Public Works also conducts periodic maintenance, which includes trimming shrubs, removing weeds, and cleaning graffiti.

The Ad Hoc committee has met regularly with Ruben Rodriguez, from Pueblo Y Salud, to discuss possible renovations for the Cesar E. Chavez Memorial Plaza. The discussions have 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 had been dormant for some time.

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 determined that the renovation would cost about \$19,000 at that time. In March of 2024, the Ad Hoc Committee determined that it would need to look into today's cost and determine how these funds would be raised.

In order to proceed with the beautification efforts of the Cesar E. Chavez Memorial, it is recommended that the Ad Hoc Committee Members stay informed on updates provided by the City Council Ad Hoc and continue collaborating with Pueblo Y Salud to identify funding options for this project.

BUDGET IMPACT:

There is no budget to review and discuss this item. 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 and Ad Hoc Committee members to continue collaborating with Pueblo Y Salud and continue to look into funding opportunities and provide staff with direction as appropriate

To: Chair Julie Cuellar and Commission Members

From: Julio Salcedo, Recreation and Community Services Director
By: Maribel Perez, Recreation and Community Services Supervisor
Linda Bowden-Moreno, RCS Administrative Assistant

Date: October 9, 2025

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 (RCS) Department 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.

El Grito

Approximately 1500 people gathered to take part in this year's El Grito event on Saturday, September 13, 2025, just outside of San Fernando City Hall to commemorate Mexican Independence Day. The reenactment of the "Grito de Dolores," a call to arms made by Miguel Hidalgo on September 16, 1810, marked the beginning of the Mexican War of Independence from Spain. This vibrant outdoor event featured live entertainment, cultural performances, delicious food representing the rich flavors of Latin America, local artisan vendors and so much more. The highlight was the moment Rodolfo Padilla, a representative of the Mexican Consulate in LA, carried out the reenactment of El Grito, where Mr. Padilla yelled, "Viva Mexico!" while San Fernando Mayor Mary Mendoza rang the Bell of Freedom. This was truly a beautiful celebration full of pride and tradition.

SAVE THE DATE!

Dia de los Muertos Event

The City of San Fernando is holding the annual Dia de los Muertos (Day of the Dead) festival on Saturday, October 25, 2025. Residents and community members are invited to build their own altars in honor of departed loved ones. The event will be held from 11:00 am to 4:00 pm at Recreation Park located at 208 Park Ave., San Fernando. This gathering is a time to honor the memory of departed family and friends through traditional altars, music, prayer, community, and this year will feature the Catrina Contest! Be sure to be part of this beautiful cultural tradition.

SENIOR SERVICES

Halloween Party at Las Palmas Park

The month of October is dedicated for spooky fun times! Join the annual Halloween Party at Las Palmas Park on Friday, October 31, 2025 at 10:00 am. Enjoy treats, music, games and costume fun for participants age 55 and over.

The Monthly Senior Art Activity will be held on Friday October 10th and Monday, October 13th at 9:30 am. Under the direction of an art instructor, participants will explore various painting techniques on canvas featuring an autumn theme. These monthly art classes offer a creative and therapeutic activity that enhances mental well-being, fine motor skills, and social interaction among elderly participants. Each participant can create their very own masterpiece which they get to take home as a keepsake.

Senior Meals

In partnership with ONEgeneration, Las Palmas Park continues to host the Elderly Nutrition Program (ENP) for seniors. Stop by and register with the ONEgeneration team, Rene and Hayle,

and enjoy a delicious and nutritious hot meal! Folks that are 60+ can qualify for this free program (suggested donation is \$3) Mondays through Fridays. If you know of anyone that is 60+ and is homebound, ONEgeneration can deliver hot meals 5 days a week! For more information please call (818) 898-7340.

Platicas de la Vida con Café

In partnership with the Department of Mental Health, Las Palmas Park is hosting workshops to discuss and offer assistance to those dealing with emotional trauma, anxiety and everyday life situations. Classes are held in Spanish on the second and fourth Thursday of the month at 9:00 am. Please contact Las Palmas Park at (818) 898-1290 for more information.

Los Angeles Regional Food Bank Distribution

The Regional Food Bank monthly distribution was held on Monday, October 6, 2025 from 9:00am-11:00am and distributed approximately 220 food kits. 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 over 200 seniors monthly. The next distribution will be held on Monday, November 3, 2025. For more information on food assistance programs please contact Las Palmas Park at (818) 898-7340.

Alzheimer's Los Angeles

Monthly classes are offered in Spanish at Las Palmas Park to address important issues related to memory loss, brain health, dementia, cognitive decline and much more. Classes are scheduled on the first Thursday of the month at 9:30 am. Light refreshments are provided. Please contact Las Palmas Park at (818) 898-7340 for more information.

Intro to Computers

The *Intro to Computers* class is geared for seniors to learn basic computer skills and important tips on navigating the internet securely, including how to identify safe websites and avoid common online threats. Additionally, participants will practice typing and become familiar with keyboard functions to improve their technology skills. Classes are offered at Las Palmas Park. For more information please call (818) 898-7340.

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Senior Club News

- The Monthly Senior Club Dance was held on Saturday, September 20, 2025, at Las Palmas Park, with a summer beach theme. The event offered great live music, food and

beverages available for sale, and raffles. Participants dressed in their best summer attire and showed off their dance skills. The next dance will be held on Saturday, October 18, 2025 in celebration of Halloween. Tickets can be purchased at Las Palmas Park front desk or at the door, depending on availability. For more information on Senior Club Dances and Meetings, please call Las Palmas Park at (818) 898-7340.

- Senior Club Monthly Meetings occur on the first Sunday of each month at 1:00 pm at Las Palmas Park. Seniors interested in becoming active and involved in the Senior Club may attend meetings or call 818-898-7340 for more details.
- Senior Trips
On Sunday, September 21, 2025, approximately 60 seniors enjoyed an excursion to Solvang for the Danish Days event and a stop at the Chumash Casino. Participants traveled by motor coach and received \$40 free play. Upcoming excursions include a visit to the Avocado Festival, Las Vegas, and more! This is a great opportunity to book a fun get-a-way with friends and family under the guidance of a trip coordinator.

Ongoing Senior Programs

The following senior activities are ongoing. For more details on programs and activities, please call Las Palmas Park at 818-898-7340 or visit the City Website at www.sfcity.org.

Music Class

Clase de Canto

Bingo

Arthritis Exercise

Crafty Ladies

Manejo Personal de Diabetes

Walkable Wednesday

Classes de Ingles

Adult Coloring

Senior Zumba

Chair Yoga

SOCIAL SERVICES

AS@P- After School @ the Park Teen Program

After School @ the Park, is a free program designed just for teens! Offering a safe, supportive, and fun environment where teens ages 11-17 can get homework assistance, visit the computer lab, participate in workshops and hands-on activities, stay active, express themselves through

creative arts, and make new friends. Whether looking to learn something new or just hang out with peers, there is something for everyone at AS@P! The program runs Monday through Friday, 3:00 pm to 6:00 pm at Recreation Park.

Soft Opening: September 9, 2025 through October 3, 2025

Official Opening: October 6, 2025

Teens for a Better Community

Teens for a Better Community (TBC) continues to meet regularly to hold discussions on programs, brainstorming sessions, and develop volunteer opportunities. Snacks and refreshments are provided. TBC meets twice per month in the new teen lounge at Recreation Park. For more information please call (818) 898-7340. For more information please call (818) 898-7340 or email jsalas@sfcity.org.

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.

- **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
- **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

Open Gym Pickleball

Pickleball open gym is offered at Las Palmas Park on Tuesday nights from 5pm to 9pm. Come learn and make new friends through this growing sport, all equipment is provided at the park.

Open Gym Volleyball

Volleyball open gym is offered at Recreation Park on Thursday nights from 5pm to 9pm. Drop in for some friendly competition and get active!

Tiny Tykes Sports Clinics

The little athletes had a great time learning the basics of soccer and teamwork during the last session of Tiny Tykes Sports. The clinic-style program is a perfect way to introduce the little athletes in the community to sports. Participants, ages two to six, will learn the fundamentals of the sport through guided activities and play. Fall Basketball clinic will take place Saturday mornings at Recreation Park from October 11, 2025 to November 8, 2025.

Ninja Ninja Learns

Ninja Ninja Learns is an enrichment program introducing students ages 2-9 to fundamental martial arts elements like blocking, striking, stances, and situational awareness in a non-contact and non-competitive environment. The Fall program will reintroduce Nunchuck Training for ages 4-9. Youth will learn to wield a foam nunchuck like a true ninja! Fall session began October 4, 2025.

Youth Basketball

Here is to another successful season of Youth Basketball fun! Emotions ran high as the best of the best faced off on September 27, 2025, for a chance at the championship title. Congratulations to this season's winners!

3 WINS Fitness San Fernando

3 WINS Fitness will offer a free 12-week Diabetes Prevention Workshop which will provide an educational component to supplement the physical activity program. Program staff and volunteers will utilize the CDC's Diabetes Prevention guidelines to develop the weekly sessions. Workshops will be offered in English and Spanish on Friday mornings at Recreation Park, following 3 WINS regular programming (9:30 to 10:30am) through December 19t, 2025.

Lopez Adobe Tours 'n Treats

It's that time of the year again, when the bride of the Adobe roams the house awaiting your visit! Stop by for free guided or self-guided tours, maybe catch a glimpse of the bride and enjoy a sweet treat on your way out. Join in the fun on Saturday, October 25, 2025 from 4:30 p.m. to 7:30 p.m.

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 current fiscal year 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.