



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

## CITY OF SAN FERNANDO

### PARKS, WELLNESS, AND RECREATION COMMISSION REGULAR MEETING AGENDA SUMMARY SEPTEMBER 14, 2023 – 6:30 PM

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

#### **PUBLIC PARTICIPATION OPTIONS**

##### **WATCH THE MEETING:**

Live stream with audio and video, via YouTube Live, at:

<https://www.youtube.com/c/CityOfSanFernando>

Note: Comments submitted via YouTube will not be read into the record.

##### **SUBMIT PUBLIC COMMENT IN PERSON:**

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

##### **SUBMIT PUBLIC COMMENT VIA EMAIL:**

Members of the public may submit comments by email to [LMoreno@sfcity.org](mailto:LMoreno@sfcity.org) no later than **4:00 p.m. the day of the meeting**, to ensure distribution to the Parks, Wellness, and Recreation Commission prior to consideration of the agenda. Comments received via email will be distributed to the Parks, Wellness, and Recreation Commission, read into the record, limited to three minutes, and made part of the official public record of the meeting.

##### **CALL-IN TO PROVIDE PUBLIC COMMENT LIVE AT THE MEETING:**

Member 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. Note: This is audio only and no video.

# **PARKS, WELLNESS, AND RECREATION COMMISSION** Regular

Meeting Notice and Agenda – September 14, 2023

Page 2 of 4

---

**Call-in Telephone Number: (818) 898-1200 extension 535**

## **CALL TO ORDER/ROLL CALL**

## **TELECONFERENCE REQUESTS/DISCLOSURE**

Recommend consideration of requests received for remote teleconference meeting participation made by members of the City's legislative bodies, as permitted under the provisions of Assembly Bill (AB) 2449, Government Code Section 54953, and the City of San Fernando adopted Resolution No. 8215, effective March 1, 2023.

## **PLEDGE OF ALLEGIANCE**

Led by \_\_\_\_\_

## **APPROVAL OF AGENDA**

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

## **DECORUM AND ORDER**

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

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

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](mailto:LMoreno@sfcity.org) no later than **4:00 p.m. the day of the meeting**, to ensure distribution to the Parks, Wellness, and Recreation Commission and read into the record during the meeting.

# **PARKS, WELLNESS, AND RECREATION COMMISSION**

Regular Meeting Notice and Agenda – September 14, 2023

Page 3 of 4

---

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: Call-in Telephone Number: (818) 898-1200 extension 535**

## **CONSENT CALENDAR**

Items on the Consent Calendar are considered routine and may be disposed of by a single motion to adopt staff recommendation. If the Parks, Wellness, and Recreation Commission wishes to discuss any item, it should first be removed from the Consent Calendar.

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

August 10, 2023 – Regular Meeting

## **ADMINISTRATIVE REPORTS**

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

Recommend that the Parks, Wellness, and Recreation Commission:

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

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

Recommend that the Parks, Wellness and Recreation Commission:

- a. Receive and file a report updating the programs, services, activities, and business conducted by the Recreation and Community Services Department; and
- b. Provide staff guidance or recommendations, as appropriate.

## **STAFF COMMUNICATION**

---

# **PARKS, WELLNESS, AND RECREATION COMMISSION**

Regular Meeting Notice and Agenda – September 14, 2023

Page 4 of 4

---

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

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

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

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall bulletin board not less than 72 hours prior to the meeting.

---

/s/ Linda Bowden-Moreno

Administrative Assistant

Signed and Posted: Monday, September 11, 2023 (5:00 pm)

---

*Agendas and complete Agenda Packets (including staff reports and exhibits related to each item) are posted on the City's Internet Web site ([www.sfcity.org](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 at least 48 hours prior to the meeting.*

---





CITY OF SAN FERNANDO  
PARKS, WELLNESS AND RECREATION COMMISSION

REGULAR MEETING  
MINUTES  
AUGUST 10, 2023  
ZOOM MEETING STREAMED ON YOUTUBE

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE PARKS, WELLNESS AND RECREATION COMMISSION. VIDEO AND AUDIO OF THE ACTUAL MEETING ARE AVAILABLE FOR LISTENING AT: <https://www.youtube.com/c/CityOfSanFernando>

**CALL TO ORDER/ROLL CALL**

Commissioner Robert Gonzales called the meeting to order at 6:32 p.m. Administrative Assistant, Linda Bowden-Moreno, called the roll call.

The following persons were recorded as present:

**PRESENT:**

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

**ABSENT:**

None

**ALSO PRESENT:**

Recreation Supervisor, Maribel Perez, Administrative Assistant Linda Bowden-Moreno, and Office Clerk Soledad Chavez

**PLEDGE OF ALLEGIANCE**

Chair R. Gonzales led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Commissioner Lopez motioned to approve the agenda for the August 10, 2023 Parks, Wellness and Recreation Commission Special Meeting. Commissioner Sanchez-Brooks seconded the motion. The motion passed unanimously with the following roll call vote:

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

NOES:

ABSENT:

ABSTAIN:

# **PARKS, WELLNESS AND RECREATION COMMISSION**

Regular Meeting Minutes – August 10, 2023

Page 2 of 4

---

## **PRESENTATIONS**

None

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

Pastor Isabel Pleites of Sylmar Foursquare Church, shared a prayer, in Spanish and English, for the City and the Commission.

Ricardo Benitez, Sylmar resident, commented on observing an empty lot on Harding with overgrown weeds which may be a fire hazard.

## **CULTURAL ARTS LIAISONS REPORT**

None

## **CONSENT CALENDAR**

Vice Chair Patty Lopez motioned to approve the Consent Calendar approving the Minutes of the July 20, 2023 Parks, Wellness and Recreation Commission Special Meeting. Commissioner Friend seconded the motion. The motion passed unanimously with the following roll call vote:

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

NOES:

ABSENT:

ABSTAIN:

.

## **ADMINISTRATIVE REPORTS**

### **1. PARK MASTER PLAN UPDATE**

Recreation Supervisor, Maribel Perez, provided an update to Commission on the Park Master Plan, including the land inventory study. City Council's has approved the contract with Kounkuey Design Initiative, Inc. to conduct a land and open space inventory to update the Park and Recreation Master Plan. Community engagement meetings will be planned to invite community feedback. It is recommend that the Parks, Wellness and Recreation Commission receive and file this report on the Park Master Plan, including the land inventory study.

# **PARKS, WELLNESS AND RECREATION COMMISSION**

Regular Meeting Minutes – August 10, 2023

Page 3 of 4

---

Commissioner Sanchez-Brooks had questions regarding the timeline of updating the Park Master Plan.

Commissioner Friend looks forward to the outcome of the land inventory study.

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

Maribel Perez provided an update on the activities, programs, and workshops going on at the parks. The UCLA UniCamp program served 28 participants ages 10-17. Participants enjoyed a week of camping at River Glen Campground in July. Summer Day Camp is concluding for the summer. Camp including swimming and a few field trips. The Movies at Parks series consisted of 3 separate movie events including free treats courtesy of Hamer Toyota. The concert series is now set go forward offering various bands at the parks and in Downtown San Fernando. Youth Basketball is coming to end. Mission City Baseball Fall Ball will running September through November. Adult Basketball begins in September and Open Volleyball is ongoing. Also, an update was provided on upcoming workshops for seniors on the topic of scams and fraud, and the San Fernando Pool is offering free swimming programming for seniors. Staff informed the commission that Layne Park Re-opening has been postponed. The Commission was invited to attend the City's 112<sup>th</sup> Birthday Celebration scheduled on 8/31/23 at the Lopez Adobe, and also to the Employee Appreciation Day on 8/26/23 at Las Palmas Park. And finally the Valley Community Street Festival, *Move Your Way*, is planned to occur on 9/23/23.

## **3. FUTURE AGENDA ITEMS**

Commissioner Lopez motioned to add an item to discuss the planning of a park clean up at 8<sup>th</sup> Street Park. Chair Robert Gonzales seconded the motion. The motion passed with the following roll call vote:

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

NOES:

ABSENT:

ABSTAIN:

## **STAFF COMMUNICATION**

# **PARKS, WELLNESS AND RECREATION COMMISSION**

**Regular Meeting Minutes – August 10, 2023**

Page 4 of 4

---

## **GENERAL COMMISSION COMMENTS**

Chair Gonzales inquired about the date of this year's National Night Out. (Staff confirmed the event will be held on October 3, 2023)

## **ADJOURNMENT**

The Parks, Wellness and Recreation Commission meeting adjourned at 7:08 p.m.



**To:** Chair Robert Gonzales and Commissioners

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

**Date:** September 14, 2023

**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.

#### 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>		
• Artist touch-up	\$9,000	
• Mural Re-coat	\$2,000	
<b>Total:</b>	<b>\$11,000</b>	
<b>Replacement of Plaques</b>		
• Cost of plaques	\$1,400	
• Labor remove, prepare, and install plaques	\$1,800	
<b>Total:</b>	<b>\$3,200</b>	
<b>Personalized Bricks</b>		
• Cost of bricks	\$3,800	
• Labor to install	\$1,000	
<b>Total:</b>	<b>\$4,800</b>	
<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.

## Discussion Regarding the Condition of the Cesar E. Chavez Memorial

Page 3 of 3

---

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 the meeting with Pueblo Y Salud, and provide staff with direction as appropriate



## AGENDA REPORT

---

**To:** Chair Robert Gonzales and Commissioners

**From:** Julian J. Venegas, Director of Recreation and Community Services  
By: Maribel Perez, Recreation and Community Services Supervisor  
Juan Salas, Recreation and Community Services Supervisor

**Date:** September 14, 2023

**Subject:** Department Programming, Services, Activity, and Business Updates

### **RECOMMENDATION:**

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

- a. Receive and file a report updating the programs, services, activities, and business conducted by the Recreation and Community Services Department; and
- b. Provide staff guidance or recommendations, as appropriate.

### **BACKGROUND:**

1. The mission of the Recreation and Community Services Department (RCS) is to develop and implement enriching community, cultural, and recreational opportunities that foster the overall well-being and personal development of our community.
2. The RCS Department conducts a wide array of programs, services, activities, and business throughout the year. Staff provides a monthly update on items discussed at the Parks, Wellness, and Recreation Commission (PWRC) meetings and welcomes any guidance or recommendations regarding the items presented.

### **DEPARTMENT UPDATES:**

#### **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 Los Angeles Regional Food Bank continues to provide free food kits containing nutritious items such as meats, canned fruits and vegetables, cereals, and grains.. The program serves seniors aged 60 and over. The program serves an average of 150 seniors a month, ages 60 and over. The next distribution will be held on Monday, September 18, 2023, at Las Palmas Park. For more information on food assistance programs please contact Las Palmas Park at 818-898-7340.

**SENIOR SERVICES**

**Scam & Fraud Provention Workshop**

On August 18<sup>th</sup>, Avanti Insurance Solutions hosted a Scam and Fraud Prevention workshop at Las Palmas Park. SFPD participated in the Q&A portion of the workshop, provided vital information for the 21 concerned citizens in attendance.

**Adult Coloring**

On August 22<sup>nd</sup>, Las Palmas hosted a coloring class for adults. The 10 participants enjoyed a relaxing coloring session and learned about a great way to relieve stress and sharpen fine motor skills.

**Platicas de la Vida Cotidiana**

"Every Day Life Conversations" is a bi-weekly series in Spanish in which participants come together and discuss every day life topics over coffee and treats. On August 24<sup>th</sup>, ten participants gathered to dicuss anxiety and ways to cope with it.

**National Senior Citizens' Day**

RCS celebrated National Senior Citizens' Day on August 28<sup>th</sup> at Recreation Park. Over 15 seniors enjoyed refreshing aguas frescas, sandwiches and a couple of rounds of bingo. The celebration was sponsored by Wellcare.

**COMMUNITY SERVICES**

**Teens for a Better Community**

The TBC program had its kickoff meeting on August 23<sup>rd</sup> at Las Palmas Park with about 22 teens from various high schools in attendance. TBC will focus on volunteer recruitment and community service projects for the group to participate in during this semester.

### **Clase de Canto**

On August 17<sup>th</sup>, the department launched a new music class for adults 18+. The class focuses on signing technique and tone refinement with an end goal of helping students reach their maximum performance potential. Class is taught in Spanish by instructor Violeta Quintero, former television child star and recording artist turned music educator.

## **COMMUNITY EVENTS**

### **Concerts in the Park**

This summer's Concerts in the Park series came to an end with two amazing performances by Stone Soul on August 19<sup>th</sup> and grand finale performance by La Rue Sound on August 26<sup>th</sup> in conjunction with the San Fernando Outdoor Market. Everyone in attendance enjoyed the live music as they danced the night away under the stars.

### **City's Birthday Celebration**

On August 31<sup>st</sup>, the City celebrated 112 years of incorporation with a beautiful fiesta at the Lopez Adobe. The community came out and enjoyed activities, treats, tours of the Adobe and performances by the City's Mariachi Master Apprentice Program, Ballet Folklorico Ollin and the amazing, all female musical ensemble Las Colibris.

## **YOUTH SPORTS**

### **Mission City Fall Ball**

Fall Ball kicked off the second week of September at Las Palmas Park and will continue through mid-November, serving over 90 youth ages 3-14. This season the league (Pinto – Pony divisions) will interlock with SIBL in the neighboring city of Sylmar. Limited spaces are still available in certain age divisions, interested individuals can contact the park office for more information.

### **Youth Basketball Winter League**

Winter 2024 registrations are now open for youth ages 7-15. The season will run January through March 2024 at Recreation Park. Registration includes pre-season training sessions that serve to prepare participants for league evaluations which help coaches develop properly balanced teams during the draft process.

### **Tennis Classes**

Johnny Allen Tennis continues to provide 3-week sessions on Saturday mornings at Pioneer Park. The classes are offered for youth ages 3-12, teaching the basics such as hand-eye coordination, balance, technique, placement and movement.

## **ADULT SPORTS**

### **Adult Basketball League**

The Fall 2023 season tipped-off on September 6<sup>th</sup> at Recreation Park and will run through early November. Eight teams will leave it all on the court on Wednesday nights as they face each other for the coveted title of Rec Park Champions. Games are scheduled from 6-10pm.

### **Pickleball Open Gym**

Pickleball has arrived at Rec Park, Tuesday nights from 5-9pm! On September 12<sup>th</sup>, staff launched a free, drop-in program for all ages. The program offers a lesson during the first hour to familiarize participants with the sport and equipment followed by open gym with access to the court and equipment for open play.

## **SPECIAL INTERESTS**

### **Lopez Adobe**

On August 26<sup>th</sup>, the Lopez Adobe was open for tours during the San Fernando Outdoor Market and City Concert in the downtown area. There were about 45 visitors that stopped by the Adobe for a self-guided tour of the first floor. All visitors were invited to the City's birthday event on Aug. 31<sup>st</sup> for full-guided tours, treats and birthday festivities.

The department's liaison to the Lopez Adobe has been hard at work creating content for the museum's blog which is managed by the contracted historian. The latest article was inspired by a lieutenant badge that was found while organizing items and features a look at the history of fire stations in the San Fernando. Click here to access the Lopez Adobe blog: <https://lopezadobe.wordpress.com/2023/08/28/some-history-of-san-fernandos-fire-stations/>

## **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.