Welcome to a meeting of the Fontana Parks, Community and Human Services Commission. A complete agenda packet is located in the binder on the table in the lobby of the GROVER W. TAYLOR COUNCIL CHAMBERS Fontana, CA 92335. To address the Commission, please fill out a card located at the entrance to the left indicating your desire to speak on either a specific agenda item or under Public Communications and give it to the Commission Secretary. Your name will be called when it is your turn to speak. In compliance with Americans with Disabilities Act, the GROVER W. TAYLOR COUNCIL CHAMBERS is wheel chair accessible and a portable microphone is available.

Traduccion en Espanol disponible a peticion. Favor de notificar al Departamento "City Clerk". Para mayor informacion, favor de marcar el numero 350-7602.

WORKSHOP:

6:00 PM WORKSHOP
A. Agenda Review
B. User Fee Process Review - Brent Strong
C. Facilities Tour Discussion - Garth Nelson

CALL TO ORDER/ROLL CALL:

A. CALL TO ORDER/ROLL CALL
7:00 PM Call the meeting to order.

INVOCATION/PLEDGE OF ALLEGIANCE:

A. INVOCATION
Pastor Tony Rodriguez, The Door Christian Fellowship, Fontana

B. PLEDGE OF ALLEGIANCE
SPECIAL PRESENTATIONS:

A. SPECIAL PRESENTATIONS:
   1. Introduction of New Fontana Community Senior Center Advisory Board - Michael Wright
   2. New Employee Introduction:
      Angela Arias, Community Services Coordinator - Facilities Division - Michael Wright
   3. Employees of the Month:
      a. Daniel Jimenez - Sports Division - Daniel Schneider

PUBLIC COMMUNICATIONS:

This is an opportunity for citizens to speak to the Commission for up to 5 minutes on items not on the Agenda, but within the Commission's jurisdiction. The Commission is prohibited by law from discussing or taking immediate action on non-agendized items.

A. PUBLIC COMMUNICATIONS

CONSENT CALENDAR:

All matters listed under CONSENT CALENDAR will be enacted by one motion in the form listed below - there will be no separate discussion on these items prior to the time Commission votes on them, unless a member of the Commission requests a specific item be removed from the Consent Calendar for discussion. Does any member of the public wish to address the Commission regarding any item on the Consent Calendar before the vote is taken?

A. APPROVAL OF MINUTES

Approve Minutes of the January 23, 2020, Parks, Community and Human Services Commission Meeting.

B. PUBLIC WORKS OPERATIONS - PARKS AND LANDSCAPE DIVISION

Approve January 2020 activities report.

C. FONTANA ART ASSOCIATION BI-ANNUAL REPORT: JULY - DECEMBER 2019

Accept and file the July through December 2019 Fontana Art Association (FAA) Bi-Annual Report.

Approve Consent Calendar Items as recommended by staff.

UNFINISHED BUSINESS:

A. UNFINISHED BUSINESS
NEW BUSINESS:

A. PART-TIME RECRUITMENT OVERVIEW - MICHAEL WRIGHT
   Review, Accept, and File Staff Report.

B. USER FEES - BRENT STRONG
   To review and recommend the proposed user fee changes including, but not limited to, fee title changes, fee description changes, fee deletions, and implementation of proposed new fees.

   Approve User Fees staff report as recommended by staff, submit to Management Services Department, and move forward to City Council for review/approval.

C. FIELD AND SHELTER MONITOR PROGRAM UPDATE - DANIEL SCHNEIDER
   Review, Accept, and File Staff Report.

D. ANNUAL COMMISSION REORGANIZATION - GARTH NELSON
   That the Parks, Community and Human Services Commission officially appoint a Commission Chair, Commission Vice-Chair, and Commission Secretary.

COMMISSION COMMENTS:

A. COMMISSIONER COMMENTS
   - Germaine Key, Chair
   - Anahi Ahumada, Vice Chair
   - Luis Vaquera, Secretary
   - Felix Jones, Commissioner
   - Ricardo Quintana, Commissioner
   - Matthew Gordon, Commissioner
   - Craig Johnson, Commissioner

COMMUNICATIONS:

A. COMMUNITY SERVICES/PUBLIC WORKS DEPARTMENT COMMENTS
   - Garth W. Nelson, Community Services Director
   - Michael Wright, Community Services Manager
   - Daniel Schneider, Community Services Manager
   - Kristy Samples, Community Services Manager
   - Dan West, Public Works Manager

ADJOURNMENT:

A. ADJOURNMENT
   To the next Regular Parks, Community and Human Services Commission Meeting on Thursday, March 26, 2020. A Workshop will be held at 6:00 PM in the City Hall Executive Conference Room and the Regular Meeting at 7:00 PM in the Grover W. Taylor Council Chambers located at 8353 Sierra Avenue, Fontana, California.
The City of Fontana Parks, Community and Human Services Commission and Staff met for a workshop at 6:00 p.m. on Thursday, January 23, 2020, in the City Council Chambers, 8353 Sierra Avenue, Fontana, California, prior to the regular meeting to review the agenda.

Administrative Analyst Brent Strong reviewed the User Fee Process.

Community services Director Garth Nelson discussed the Facilities Tour.

ROLL CALL:

Present: Chairperson Key, Vice Chairperson Ahumada, Secretary Vaquera, Commissioner Quintana, Commissioner Jones, Commissioner Gordon, and Commissioner Johnson were present.

Absent: None

The regular meeting of the City of Fontana Parks, Community and Human Services Commission was held on Thursday, January 23, 2020, in the Grover W. Taylor Council Chambers, 8353 Sierra Avenue, Fontana, California. The meeting was called to order at 7:03 p.m. by Chairperson Key, followed by an Invocation given by Reverend Jason Kilian, First Lutheran Church, Fontana, and the Pledge of Allegiance led by Commissioner Gordon.

Staff: Community Services Director Garth Nelson; Community Services Manager Michael Wright; Community Services Manager Daniel Schneider; Community Services Manager Kristy Samples; Community Services Supervisor Rob Bock; Public Works Manager Dan West; and Boards and Commission Secretary Ysela Aguirre.

SPECIAL PRESENTATION:

A. EMPLOYEE OF THE MONTH – KRISTY SAMPLES

Community Services Manager Kristy Samples introduced Wendy Perez, Senior Community Services Assistant, After School Program, to be recognized by the Parks, Community and Human Services Commission as the Employee of the Month.
B. INTRODUCTION OF NEW COMMUNITY SERVICES DEVELOPMENT STAFF – KRISTY SAMPLES

Community Services Manager Kristy Samples introduced Jeanette-Hernandez-Cervantes, as the new Community Services Coordinator, Cultural Arts Division.

Jeanette Hernandez-Cervantes introduced herself and spoke on her experience.

PUBLIC COMMUNICATION:

None.

CONSENT CALENDAR:

A. APPROVAL OF MINUTES:

Minutes of the August 22, October 24, and December 5, 2019, Parks, Community and Human Services Commission Meetings.

B. PUBLIC WORKS OPERATIONS-PARKS AND LANDSCAPE DIVISION

Approve November and December 2019 activities report.

ACTION: Motion was made by Commissioner Vaquera, seconded by Commissioner Gordon, and passed by a vote of 7-0-0 to approve Consent Calendar Items A. and B. (AYES: Key, Ahumada, Vaquera, Jones, Quintana, Gordon, Johnson; NOES: None; ABSTAIN: Quintana and Key abstained from voting on the August 22, 2019, meeting minutes; Jones abstained from voting on the October 24, 2019, minutes; and Ahumada, Vaquera and Jones abstained from voting on the December 5, 2019, minutes.)

UNFINISHED BUSINESS:

None

NEW BUSINESS:

A. SPECIAL EVENTS UPDATE – ROB BOCK

Community Services Supervisor Rob Bock provided a report on special events conducted in November and December 2019:

- **November 27, 2019, Eat and Be Well, Cypress Neighborhood Center:** This was a co-sponsorship event with Project Boon, City Link and the City of Fontana and provided several health service vendors, a clothing closet that gave away 310 jackets, and 49 people received free haircuts. This 8th Annual event provided Thanksgiving meals for 400 individuals. There were many partners who made this event such an enormous success.
December 4, 2019, Tree Lighting, City Hall: The City of Fontana hosted the annual Tree Lighting Ceremony with over 450 community members. A quartet of Carolers ushered in the holiday spirit. Santa arrived to light the 30-foot tree via video with assistance from the Mayor and City Council. Guests were treated to pastries and hot chocolate. Families and children enjoyed the festivities along with free pictures with Santa.

December 7, 2020, Winter Wonderland, City Hall: Fontana’s Crossroads Evangelical Free Church along with the H.U.G.S. organization and the City of Fontana hosted this co-sponsorship event at the Fontana Park Sports Pavilion. Over 400 children between the ages of 0-17 were treated to free gifts, candy, snacks, and fun activities.

December 14, 2019, Christmas Parade, Sierra/Arrow to Merrill: The Fontana Exchange Club presented the Christmas Parade with seventy-one entries, five Fontana high school bands and several Fontana middle school bands participated. There were many dignitaries, local non-profits groups, sports organizations, the Fontana Expanded Learning Program, Tiny Tots, Senior Center and Healthy Fontana Program participating in the parade. The Grand Marshal was the Randall Pepper Elementary Robotics Team. Over 7,000 spectators came out to enjoy the parade.

December 14, 2019, Festival of Winter, Veterans Park: The 20th Annual Festival of Winter was a free event featuring 55 tons of fresh snow. The Miller Amphitheatre was utilized for community entertainment and the variety band, Yard Sale. There were free pictures with Santa, additional entertainment in the Steelworkers’ Auditorium, a Kiddie Ferris Wheel, Giant Slides, and the Kiddie Swing. Over 4,500 community members participated.

Community Services Supervisor Rob Bock provided a review of upcoming events as follows:

- February 22, 2020, Jazz Fest, Steelworkers’ Auditorium
- February 29, 2020, Black History Parade, Citrus/Summit to Sierra Lakes
- February 29, 2020, Black History Expo, Home Depot North Fontana

Secretary Vaquera spoke on the great job did on the parade.

Chairperson Key commended staff on their hard work.

Commissioner Gordon attended Eat and Be Well event and the Tree Lighting Ceremony and commended staff for making things work.

ACTION: Motion was made by Commissioner Johnson, seconded by Commissioner Vaquera, and passed by a vote of 7-0-0 to accept and file the staff report. (AYES: Key, Ahumada, Vaquera, Jones, Quintana, Gordon, Johnson; NOES: None; ABSTAIN: None.)
B. FONTANA AFTER SCHOOL PROGRAM 2018-2019

Community Services Manager Kristy Samples provided an overview of the Fontana After School Program 2018-2019.


The After School Program is both fee based and grant based through funding provided by the California Department of Education to the Fontana Unified School District as the recipient of the After School Education and Safety Grant (ASES). Fee based sites are available at Colton and Etiwanda school districts.

The program’s mission is to create strong relationships with families, schools, and communities with a goal to provide quality educational, recreational, and cultural programs by promoting social, physical, intellectual, and emotional development of the youth that are served and support to their families.

Program components include homework assistance, Physical Activity, Health & Wellness, Leadership Development, and Enrichment Programs.


Based on Parent Surveys that were completed at the end of the 2018-2019 school year, 99% of parents agree that staff care about their child’s success, 95% of parents would recommend the program to other parents, and 91% have enrolled their children in program for more than two years.

The Fontana After School Program 2019-2020 focus areas include Garner Holt Field Trips and Coding Lessons, Noble Leadership Program, and staff training focused on Visual and Performing Arts and Mental Wellness.

Discussion was held on the age range of participants.

Discussion was held on the curriculum used.

Commissioner Jones asked if Garner Holt programming was interactive.

Commissioner Gordon spoke on being impressed by the number of days of attendance.

Commissioner Gordon expressed interest in participating in field trips and special presentations.
Secretary Vaquera commended the program on how far it has come.

Commissioner Johnson and Chairperson Key expressed interest in participating in field trips and special presentations.

**ACTION:** Motion was made by Commissioner Vaquera, seconded by Commissioner Johnson, and passed by a vote of 7-0-0 to accept and file the staff report. (AYES: Key, Ahumada, Vaquera, Jones, Quintana, Gordon, Johnson; NOES: None; ABSTAIN: None.)

C. DONATION AND PLACEMENT OF A CONCRETE BENCH – DAN WEST

Public Works Manager Dan West provided a staff report on the donation and place of a concrete bench.

The Bahá’í Community of Fontana would like to donate a concrete bench to the City in celebration of the bicentenary of the birth of the founder of the Bahá’í Faith. The proposed bench would be inscribed with the words, "UNITY & JUSTICE, Dedicated by the Bahá’í Community of Fontana". This bench would be provided and delivered to the City at no cost.

Administrative Procedure #20-30 pertaining to the acceptance of Gifts and Donations to the City above $500 value are approved by the City Council.

The Bahá’í of the Fontana are also requesting to have the donated bench placed at one of two possible location at the entrance of the Lewis Library and Technology Center. The 1st choice of location is just north of the main library entrance. The 2nd choice would be just east of the café adjacent to the stairwell exit.

The installation of the bench would be performed by Public Works staff upon final approval by City Council.

Manager West provided a letter from Krista Furutan requesting the placement of the bench and a construction plan of the bench.

Commissioner Johnson spoke on ADA compliance. Manager West did not find any issues with maintaining ADA compliance.

Secretary Vaquera spoke on the City Council approving the design and placement of the bench.

Manager West spoke on the process for installing and maintaining the bench.

Commissioner Jones thanked Ms. Furutan for the bench. Krista Furutan spoke on the placement and wording on the bench and making a good contribution to the City of Fontana.

Commissioner Gordon thanked the Bahá’í Community for their contribution.
ACTION: Motion was made by Commissioner Johnson, seconded by Commissioner Gordon to place the donated concrete bench by the font door of Lewis Library and Technology Center providing that it fits and is appropriately placed so that it does not create any ADA issues, otherwise, Location B is acceptable by the Commission. Motion passed by a vote of 7-0-0 (AYES: Key, Ahumada, Vaquera, Jones, Quintana, Gordon, Johnson; NOES: None; ABSTAIN: None.)

COMMUNICATIONS:

A. COMMISSION COMMENTS

Chairperson Key congratulated Wendy on being recognized as the employee of the month.

Chairperson Key welcomed Jeanette to the City of Fontana.

Chairperson Key spoke on enjoying the Winter Festival.

Vice Chairperson Ahumada congratulated Wendy Perez and Jeanette Hernandez-Cervantes.

Vice Chairperson Ahumada is looking forward to this year.

Secretary Vaquera congratulated Wendy on being recognized as the employee of the month.

Secretary Vaquera welcomed Jeanette to the City of Fontana.

Secretary Vaquera thanked staff for the great job they do.

Secretary Vaquera spoke on the Christmas parade being great and being happy to see the community participating.

Secretary Vaquera welcomed students back to school.

Commissioner Jones quoted Dr. Martin Luther King, Jr., “The arc of the moral universe is long, but it bends toward justice.”

Commissioner Quintana wished everyone a Happy New Year and Merry Christmas.

Commissioner Quintana spoke on the City of Fontana and Public Works staff being very busy during the winter break improving facilities and commended staff for their work.

Commissioner Gordon congratulated Wendy on being recognized as the employee of the month.

Commissioner Gordon welcomed Jeanette to the City of Fontana.
Commissioner Gordon spoke on finding reasonable solutions for the bench and is thankful for the community partnerships.

Commissioner Gordon quoted Dr. Martin Luther King, Jr., "The time is always right to do what's right."

Commissioner Johnson thanked everyone for the fantastic events and encouraged everyone to come to events.

Commissioner Johnson spoke on the Fontana app being able to report any issues.

Commissioner Johnson wished his sister a happy birthday.

A. COMMUNITY SERVICES/PUBLIC WORKS DEPARTMENT COMMENTS

Community Services Director Nelson is looking forward to 2020 with a Commission that has been together for over a year and with their continued support and insight.

Director Nelson expressed thoughts and prayers for Adam’s recovery.

Community Services Manager Wright invited everyone to the Fontana Walks event on February 15, 2020, at 8:00 a.m. at Mary Vagle Nature Center.

Manager Wright spoke on seasonal jobs working in Community Services. Seasonal jobs are in the process of being posted.

Manager Wright spoke on the Above the Limits program planetarium night and thanked staff for their work.

Manager Wright spoke on the Above the Limits event at Cypress Neighborhood Center at 6:00 p.m.

Community Services Manager Schneider congratulated Wendy on being recognized as the employee of the month.

Manager Schneider welcomed Jeanette Hernandez-Cervantes back to the City of Fontana.

Manager Schneider spoke on the Dr. Martin Luther King Jr. event being well attended and being a great event.

Manager Schneider wished everyone a happy new year.

Manager Schneider thanked Janette Solares and Melissa Darchuk for staying through the meeting.

Manager Schneider wished Director Nelson a happy birthday.
Community Services Manager Samples congratulated Wendy on being recognized as the employee of the month.

Manager Samples welcomed Jeanette back to the City of Fontana.

Manager Samples thanked the MYAC members that attended tonight’s meeting.

Manager Samples spoke on the auditions for Lion King Jr.

Manager Samples invited everyone to the Jazz Fest.

Manager Samples invited 12 to 17-year olds and their parents to the Teen Leadership Summit at Summit High School.

Public Works Manager West provided an update on park issues.

Manager West wished everyone a happy new year and is looking forward to this year.

**ADJOURNMENT:**

By consensus, the meeting adjourned at 8:02 p.m. to the next Regular Parks, Community and Human Services Commission Meeting on Thursday, February 27, 2020. A Workshop will be held at 6:00 PM in the City Hall Executive Conference Room and the Regular Meeting at 7:00 PM in the Grover W. Taylor Council Chambers located at 8353 Sierra Avenue, Fontana, California.

Ysela Aguirre
Boards and Commissions Secretary

____________________________________________

Chairperson Key
FROM: Department of Public Works

SUBJECT: Operation - Parks and Landscape Division

RECOMMENDATION:
Accept staff report.

DISCUSSION:

PARKS AND LANDSCAPE DIVISION

The Parks and Landscape Division in-house personnel responded to 784 work orders in the month of January. These work orders were related to maintenance and repair in the City’s park and landscape areas. Additionally, routine landscape maintenance was performed on 23,563,997 sq. ft. of irrigated landscape. These activities were performed through the use of four landscape inspectors and City contracted services.

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<th>TASK</th>
<th>NUMBER OF TIMES ITEMS WERE SERVICED</th>
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<tbody>
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<td>Admin</td>
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<td>Aesthetic/Svc Rqst Prune 0-12 DBH</td>
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<td>Debris Cleanup</td>
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<td>Electrical</td>
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<td>Fence Maintenance</td>
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<td>Field Maintenance</td>
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<td>General Maintenance</td>
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<td>Grid Pruning</td>
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<td>Hanging Banner</td>
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<td>Inspection of Site</td>
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<td>Irrigation</td>
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<tr>
<td>Landscape Maintenance</td>
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<td>Lighting Maintenance</td>
<td>87</td>
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<tr>
<td>Limb Removal</td>
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<td>Park Maintenance</td>
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<td>Path Maintenance</td>
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<td>Plumbing</td>
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<td>Pool Maintenance</td>
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<td>Raise Tree</td>
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<tr>
<td>Refuse Maintenance</td>
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<td>Repair Lights</td>
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<td>Restroom Maintenance</td>
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<td>Root Prune Backup - Crew</td>
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<td>Security</td>
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<td>Shopping Cart Retrieval</td>
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Special Events

Limb Removal 10,0 2
Admin 0.0 1
Plumbing 49.0 7
Irrigation 10.0 4
Park Maintenance 23.5 6
Lighting Maintenance 57.5 2
Refuse Maintenance 4.0 1
Restroom Maintenance 15.5 5
Repair Lights 14.5 1
Fence Maintenance 2.0 1
Security 8.0 3
Electrical 5.5 2
Supplies/Equip 10.0 3
Total 209.5 38

SPECIAL EVENTS Number of Hours

Park Cleanup 40

FISCAL IMPACT:

None

MOTION:

Approve staff recommendation.

SUBMITTED BY:

Dan West
Public Works Manager
ACTION REPORT
February 27, 2020
FROM: COMMUNITY SERVICES DEPARTMENT
SUBJECT: FONTANA ART ASSOCIATION BI-ANNUAL REPORT: JULY - DECEMBER 2019

RECOMMENDATION:
Accept and file the July through December 2019 Fontana Art Association (FAA) Bi-
Annual Report.

DISCUSSION:
During July through December 2019, the Fontana Art Association (FAA) board
committed to enriching and enhancing the quality of life for the community with an emphasis on programming for special needs. The FAA provided art opportunities through the Koehler Gallery including exhibits, demonstrations, workshops, outreach, and classes.

The FAA operated regular gallery business hours and hosted five board meetings during the first half of the 2019/2020 fiscal year.

The FAA hosted six exhibits, five demonstrations with workshops, and 40 classes with a total gallery attendance of 901 during July – December 2019 through all facility programs.

Exhibits
- “Under the Sea in Hawaii” - July 1 – July 31, 2019
- “The Show-Off Show” - August 1 – August 10, 2019
- “8th Annual California Mentor’s Art Show” - August 12 – August 23, 2019
- “Annual Students of the Gallery Art Show” - September 1 – September 28, 2019
- “What Heals You” - October 5 – October 31, 2019
- “The Heroes of Fontana” - November 8 – November 23, 2019

Demonstrations & Workshops
- Rock Painting
- Acrylic Painting
- Pottery Wheel
- Hanging Art
- Cross Stitching

Community Outreach
- Provided an information booth and art project at the Fontana Arts Festival
- Provided an artistic Star Wars themed float during the Festival of Winter
Classes Provided
- Ceramics, including: Pottery Ceramic Wheel, Beginning Ceramic Wheel, and Children’s Ceramics
- Introduction to Painting
- Oil Painting
- Cross-Stitch & Plastic Canvas
- Children’s Crafts
- Cartoon Drawing
- Basic Sign Language

FISCAL IMPACT:
Per the Joint Programming Agreement with the FAA, the City has continued to pay utility costs for the Koehler Gallery.

The FAA partnership programming was budgeted in the adopted FY 2019/2020 Community Services Department operating budgets.

MOTION:
Accept and file the July through December 2019 Fontana Art Association (FAA) Bi-Annual Report.

APPROVED BY:

ATTACHMENTS:

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ITEM: CC-C
RECOMMENDATION:
Review, Accept, and File Staff Report.

DISCUSSION:
The City of Fontana’s Community Services Department (CSD) provides several recreational services at neighborhood centers, parks, sports fields, and pools which need to be staffed on a year round basis. Community Services Department currently has 287 year-round Community Services staff and 147 After School Program staff for a total of 434 part-time staff. In the upcoming months, CSD will be adding up to 250 seasonal part time staff for the 2020 summer season, for Summer Day Camps and Aquatics Programming. Part-time staff play a vital role in the department in implementing programming and providing customer service in the following areas:

- Senior Services
- Youth Programs
- Cultural Arts
- Sports
- Aquatics
- Health and Wellness
- Special Needs
- Seasonal Programs

Year-Round positions for the Community Services Department include:

- **Community Services Assistant (CSA)**- Entry level position performs duties in a variety of recreation programs. **Currently 9 vacancies**
- **Senior Community Services Assistant (Sr. CSA)**- Assist with planning and implementing projects, programs and activities as directed. **Currently 7 vacancies**
- **After School Community Services Assistant I, II & III (ASCSA I, II, III)**- Assist and supervise activities consisting of an educational, enrichment and recreational environment at specific school sites. **Positions open until filled.**
- **Transportation Specialist**- Transport and assist senior citizens. Must have passenger endorsed Class B California Driver’s license. **Position open until filled.**
- **Office Assistant**- Assist with a variety of routine administrative duties in support of an assigned division. **Currently 1 vacancy.**
• **Lifeguard** - Lifeguard training and Title 22 certification are required during hiring process. **Currently no vacancies**

• **Water Safety Instructor (WSI)** - Lifeguard training, Title 22 and Water Safety Instructor Training certification are required. **Currently no vacancies**

• **Assistant Pool Manager (APM)** - Assist Pool Manager with planning and implementing aquatic programs along with supervising staff. Lifeguard training, Title 22 and Water Safety Instructor certification are required. **Currently no vacancies**

• **Pool Manager** - Assist with planning, implementing and supervising aquatic programs. Lifeguard training, Title 22 and Water Safety Instructor certification required. **Currently no vacancies**

April through September, seasonal staff are needed for Day Camps, community pools, and Special Events. The following positions open in February until filled:

• **Community Services Assistant (CSA)** - Assisting with activities for Day Camp, working Special Events or taking payment for pool entrance. **Currently 86 vacancies.**

• **Senior Community Services Assistant (Sr. CSA)** - Leading and supervising day camps. **Currently 11 vacancies.**

• **Lifeguard** - Lifeguard training and Title 22 certification are required during hiring process. **Currently 80 vacancies.**

• **Water Safety Instructor (WSI)** - Lifeguard training, Title 22 and Water Safety Instructor Training certification are required. **Currently 60 vacancies**

• **Assistant Pool Manager (APM)** - Assist Pool Manager with planning and implementing aquatic programs along with supervising staff. Lifeguard training, Title 22 and Water Safety Instructor certification are required. **Currently 10 vacancies**

• **Pool Manager** - Assist with planning, implementing and supervising aquatic programs at pool site. Lifeguard training, Title 22 and Water Safety Instructor certification required. Currently 4 vacancies.

Seasonal and year-round employment opportunities are currently listed on the city’s website [www.fontana.org/jobs](http://www.fontana.org/jobs). Interested applicants are encouraged to submit their application on-line at Calopps.org. For more information contact the Human Resources Department at (909) 350-7650.

**FISCAL IMPACT:**

**MOTION:**
Approve staff recommendation.

APPROVED BY:

[Signature]
Garth Nelson
Community Services Director

ATTACHMENTS:

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<td>PT Recruitment Overview PPT</td>
<td>Backup Material</td>
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ITEM: NB-A
Year Round & Seasonal Staff

- Currently 434 Year Round Staff
- 147 After School Program
- 287 Year Round CSD
- Adding 250 Seasonal Staff
- 684 staff total for the year
Year Round Positions

• **Community Services Assistant**
  $13.00-$15.80 | 9 Vacancies

• **Sr. Community Services Assistant**
  $14.17-$21.08 | 7 Vacancies
Year Round Positions (cont.)

- **After School Community Services Assistant**
  - $13.39-$19.34 | Open until filled

- **Transportation Specialist**
  - $14.64-$17.80 | Open until filled

- **Office Assistant**
  - $13.84-$16.82 | 1 Vacancy
• **Pool Managers**
  $17.34-$21.08 | No Vacancies

• **Assistant Pool Manager**
  $15.91-$19.34 | No Vacancies

• **Water Safety Instructor**
  $14.60-$17.75 | No Vacancies

• **Lifeguard**
  $13.39-$16.28 | No Vacancies
Summer Seasonal Hiring

- Day Camps
- Community Pools
- Special Events
- April-September
Seasonal Positions

• **Community Services Assistant**
  $13.00-$15.80 | 86 Vacancies

• **Sr. Community Services Assistant**
  $14.17-$21.08 | 11 Vacancies
Seasonal Positions (cont.)

- **Pool Managers**
  - $17.34-$21.08 | 4 Vacancies

- **Assistant Pool Manager**
  - $15.91-$19.34 | 10 Vacancies

- **Water Safety Instructor**
  - $14.60-$17.75 | Vacant Spots: 60

- **Lifeguard**
  - $13.39-$16.28 | Vacant Spots: 80
For More Information

Community Services Department
(909) 349-6900 or
(909) 349-6957

To Apply

Visit www.Fontana.org/jobs
RECOMMENDATION:
To review and recommend the proposed user fee changes including, but not limited to, fee title changes, fee description changes, fee deletions, and implementation of proposed new fees.

Approve User Fees staff report as recommended by staff, submit to Management Services Department, and move forward to City Council for review/approval.

DISCUSSION:
Every year at this time the City reviews its user fees. The user fee review process is managed by the Management Services Department. Each year City departments are required to review all fees that are ten (10) years old and also twenty-five percent (25%) of their remaining fees.

During this time, the Community Services Department can also delete certain fees where the fee may no longer be applicable, appropriate, or based on declining participation and community interest. In addition, a new fee may also be proposed for a program or service that is not currently offered and where trending and increased community interest may warrant the research and implementation of a new program or service and an appropriate corresponding fee imposed. Existing fees where an increase in the fee is being proposed is commonly due to several factors such as a modification to a program, activity, or facility use, growth in the program where additional costs for program expansion are necessary, or simply bringing the fee in line with benchmark cities who are offering the same or similar program or service.

It is the goal of the Department to offer a quality program or service at a competitive price while attempting to maximize participation to the level of maximum accommodation. The fee determination process includes the comparing of services or programs offered by the City of Fontana with similar services or programs offered by surrounding benchmark cities. The cities that are used for most comparisons include, but are not limited to, Colton, Corona, Moreno Valley, Ontario, Rancho Cucamonga, Rialto, and San Bernardino. The Community Services Department may only be able to make a comparison of three (3) to five (5) cities on average to make a fee recommendation. Once this fee comparison information is obtained, the Community Services Department will recommend an appropriate competitive fee.
Beginning in 2011, at the request of the City Council and the direction of the City Manager, the Parks, Community, and Human Services Commission will participate in the review and recommendation of all Community Services Department fees prior to them being submitted to City Council for approval.

The Community Services Department currently has 255 fees. All 255 fees were reviewed this year. As a result of this year’s fee review, the Department has identified 36 fees in total that have been reviewed in detail. The Department is recommending:

* 6 New Fees
* 26 Increased Fees
* 0 Decreased Fees
* 4 Deleted Fees

* 36 total fees revised this fiscal year.

The remaining Community Services user fees were reviewed, recently adjusted or implemented, and, at this time, are being recommended for no change. The determination was made primarily due to the current fee for the service or program provided being in line with what other benchmark cities are currently charging or that an increase in a particular fee at this time may cause a decrease in participation.

The Commission has been provided a summary matrix listing the 36 individual user fees. This matrix identifies the fee titles and descriptions, comparison city information, and the current and recommended fee amounts.

FISCAL IMPACT:
Should all of the proposed recommendations be approved, the City will realize an additional estimated increase in General Fund revenue in the amount of $51,500 for a full operating year.

MOTION:
Approve staff recommendation.

APPROVED BY:

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ITEM: NB-B
RECOMMENDATION:
Review, Accept, and File Staff Report.

DISCUSSION:
The Field Management Program is responsible for supervision of all field and picnic shelter usage. The Program is coordinated by one full-time Program Coordinator and six part-time staff. The program coordinator approves requests, enters permits and resolves issues from the office while part-time staff or Athletic Field Monitors, audit fields seven days a week. The Field Monitors serve as a concierge to the user groups Monday—Friday 4:30pm–10:30pm and Saturdays & Sundays 7:00am – 7:00 pm. The City is split into three zones in order for Field Monitors to efficiently visit each of the 41 athletic fields and park sites located within the 42.4 square miles of the City of Fontana.

Field Management Overview

For the Allocation year of July 1, 2018 – June 30, 2019;
- 855 field permits were issued
- 112 user groups were accommodated
- 51,295 hours of allocated field use
- 11,500 individual visits made to fields and parks by Field Monitors
- 411 Maintenance requests were generated
- 312 Graffiti removal requests were submitted

On site, Field Monitors are equipped with hand-held tablets that can generate, verify and amend facility permits, assess facilities in order to generate work requests, modify field lighting requests, assist with field preparation, and interact face-to-face with league representatives. When needed the Field Monitors can be contacted directly at (909) 202-1641. User groups can have instant access to staff in order to assist with amending permits andfield lighting schedules, remove unpermitted users, and educate the groups on the correct allocation process.

On a weekly average Field Monitors;
- Receive 15 service calls
- Generate 12 maintenance requests
- Produce 18 light schedule amendments
- Remove 6-12 non-permitted groups from fields
· 20 user group interactions
· Make over 220 individual park visits

**Picnic Shelter Overview**

The Field Monitors ensure the community has the best experience possible at the 42 Picnic Shelters at 21 different locations. Staff post permitted reservation signs, touch base with reservation groups, audit shelters, empty full trash cans, sweep and hose down dirty shelters. Field Monitors have mitigated the issues of dirty shelters, non-permitted users, and conflicts that potentially arise between reservation and non-reservation groups. Most of the issues are relatively easy to resolve with the same technology used to handle the Ball Fields portion of the program. The general public reserved 950 Picnic Shelters from July 1, 2018 through June 30, 2019.

**OVERALL**

At the time of payment user groups and picnic shelter renters receive contact information for the Field Monitors, so they may address any issue related to their reservation. Field Monitors receive call directly and will arrive on scene as soon as possible to make contact with the concerned patron, identify and introduce themselves, and determine what course of action to take. Calls to the Field Monitors limit calls made to Public Works and/or the Police Department and efficiently handle most issues on site. User groups and renters have reported positive experiences when encountering Field Monitors and have expressed gratitude for the program and staff.

The Community Services Department continues to evaluate and enhance the user experience. The Field & Shelter Management Program is a program that continues to evolve and ensures that Fontana outdoor spaces provide positive, lasting experiences.

**FISCAL IMPACT:**

None

**MOTION:**

Approve staff recommendation.

**APPROVED BY:**

[Signature]

Garth Nelson
Community Services Director
### ATTACHMENTS:

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ITEM: NB-C
Field & Shelter Management Program
Field Management Program

- 1 Full Time Coordinator
- 6 Part-Time Field Monitors
- 3 Monitors are out each night and weekends
  - Monday – Friday 4:30p – 10:30p
  - Saturday & Sunday 7:00a – 7:00p
- City Zones
  - North
  - Central
  - South
Athletic Fields

- 41 Lighted Athletic Fields
- 4 Non-Lighted Fields
- Alder Middle School
- Catawba Park
- Coyote Canyon Park
- Jack Bulik Park
- McDermott Park
- Veteran’s Park
- Village Park
- Ralph M Lewis Sport Complex
- Southridge Park
- Shadow Park
- Wayne Ruble Middle School
Field Management Program

- July 1, 2018 – June 30, 2019
  - Over 100 user groups were accommodated
    - Little Leagues, Travel Ball, AYSO, Pop Warner, etc.
  - Over 800 field permits were issued
  - Over 50,000 hours of permitted field use
  - Over 11,000 individual site visits
    - Audit user groups
    - Respond to user group requests
    - Educate non-permitted user groups
User Groups

• (13) Resident Youth Non-Profit
  • AYSO
  • Little Leagues
  • Pop Warner
• (7) Adult Organizations
  • FONSA
  • FISA
  • Super Vet’s Baseball
• (92) Travel Organizations
  • I.E. Ruff Riders
  • MVP Hustle
  • Just Want to Play Ball
Field Management Program

- Monitors interact Face to Face
  - Handheld Tablets
  - Reservation Software Access

- Over 400 maintenance requests were generated
  - Field related issues
    - Fencing, base pegs, irrigation
  - Restroom issues
  - Removal of non-permitted users

- Over 300 Graffiti removal requests were submitted
Shelter Management Program

- 42 Total Picnic Shelters @ 21 Park Locations

  - Almeria (4)
  - Bill Martin (2)
  - Jack Bulik (6)
  - Cypress (1)
  - Chaparral (1)
  - Coyote Canyon (4)
  - Fernandez (1)
  - Gabriella (1)
  - Jurupa Hills Regional (7)
  - Koehler (1)
  - Marrujo (1)
  - North Tamarind (1)
  - Oak (1)
  - Rosena Park West (1)
  - San Sevaine (1)
  - Seville (1)
  - Shadow (1)
  - Sierra Crest (2)
  - Sycamore Hills (1)
  - Veteran’s (3)
  - Village (1)
Shelter Management Program

- Picnic Shelter Rentals
  - Affordable, Convenient and Available
- 950 Rentals were conducted 2018-19

- Most Popular Sites
  - Jurupa Hills Regional Park – 288 Rentals
  - Almeria Park – 151 Rentals
Field & Shelter Management

- Benefits of the Program
  - Improved customer service
  - Improved outdoor spaces
  - Responding to community needs
  - Efficiently managing user groups
  - Educating the community on policies
  - Maintaining Fontana facilities
  - Increased customer satisfaction
Contact Information

Field & Shelter Management

Miller Fitness Center  (909) 349-6972
Field Monitors  (909) 202-1641
Hector Vasquez, Coordinator  (909) 349-6971
Geneo Farrar, Supervisor  (909) 349-6912

16860 Valencia Avenue
Fontana, CA 92335
QUESTIONS?
RECOMMENDATION:
That the Parks, Community and Human Services Commission officially appoint a Commission Chair, Commission Vice-Chair, and Commission Secretary.

DISCUSSION:
Annually, the Parks, Community and Human Services Commission appoints three of its members to fill the position of:

- Commission Chair
- Commission Vice-Chair
- Commission Secretary

A formal nomination and vote shall be utilized to fill these positions. The term of these positions shall be up to one year unless modified by City Council or unless vacated by the designated Commissioner.

Appointments shall take effect immediately following the voting process for all three positions.

FISCAL IMPACT:
None

MOTION:
Approve staff recommendation.

APPROVED BY:

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ITEM: NB-D