

CITY OF FONTANA
REG PARKS, COMMUNITY AND HUMAN SERVICES COMMISSION
October 22, 2020
AVAILABLE REMOTELY
REVISED
7:00 PM

Due to the evolving situation with the COVID-19 Novel Coronavirus and the health recommendations for social distancing from the Centers for Disease Control (CDC)

**THE CITY OF FONTANA PARKS, COMMUNITY AND HUMAN SERVICES
COMMISSION MEETING SHALL
BE AVAILABLE TO THE PUBLIC REMOTELY.**

The public is encouraged to watch and participate from the safety of their home while practicing social distancing.

The meeting can be viewed:

On Local Cable: KFON Channel 3

Streaming Online: live.fontana.org

To speak during the meeting, you must register at live.fontana.org/RegisterParks. Once registered, you will be emailed the call-in information. This registration form will be available after the Agenda is posted publicly.

Members of the public must call in at 7:00 p.m. to speak during the meeting.

Alternatively, you can leave your pre-recorded public comment by calling (909) 600-5502 and leave your comments in a voice mail message no later than 5:00 p.m., on the day of the meeting, to have it played during the meeting.

Welcome to the meeting of the City of Fontana REGULAR PARKS, COMMUNITY AND HUMAN SERVICES COMMISSION. To address the Parks, Community and Human Services Commission, you must register at live.fontana.org/RegisterParks. Once registered, you will be emailed the call-in information. In compliance with Section 202 of the Americans with Disabilities Act of 1990 42 U.S.C Sec. 12132 and the federal rules and regulations adopted in implementation thereof, the Agenda will be made available in appropriate alternative formats to persons with a disability. Should you need special assistance to participate in this meeting, please contact the City Clerks Department by calling (909) 350-7602. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Traducción en Español disponible a petición. Favor de notificar al Departamento "City Clerk". Para mayor información, favor de marcar el

WORKSHOP:

WORKSHOP

5:30 PM WORKSHOP

(Available Remotely)

A. Agenda Review

B. Review of General Plan Chapters 6, 7, 8, & 16

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

B. PLEDGE OF ALLEGIANCE

SPECIAL PRESENTATIONS:

A. SPECIAL PRESENTATIONS

None

PUBLIC COMMUNICATIONS:

This is an opportunity for citizens to speak to the Commission for up to 3 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 September 24, 2020, Parks, Community and Human Services Commission Meeting.

B. PUBLIC WORKS OPERATIONS - PARKS AND LANDSCAPE DIVISION

Approve July, August, & September 2020 activities reports.

Approve Consent Calendar Items as recommended by staff.

UNFINISHED BUSINESS:

A. UNFINISHED BUSINESS

None

NEW BUSINESS:

A. CO-SPONSORSHIP APPLICATIONS CYCLE (2) - 2020/21 - DANIEL SCHNEIDER

Review and provide City Council with a recommendation regarding four Co-Sponsorship applications for fiscal year July 1, 2020 through June 30, 2021 totaling an amount of \$17,326.

B. COMMUNITY SERVICES DEPARTMENT ESSENTIAL SERVICES UPDATE - ORAL REPORT - CSD MANAGERS WRIGHT, SCHNEIDER, SAMPLES

C. LITTLE LIBRARY - COMMUNITY REQUEST - ORAL REPORT - MICHAEL WRIGHT

Review and Advise Staff.

D. PUBLIC WORKS PARKS PROJECTS UPDATE - ORAL REPORT - DAN WEST

E. NOVEMBER AND DECEMBER COMMISSION CALENDARS - ORAL REPORT - GARTH NELSON

Review, consider, and authorize the Parks, Community and Human Services Commission meeting calendar options for November and December 2020.

COMMISSION COMMENTS:

A. COMMISSIONER COMMENTS

- Anahi Ahumada, Chair
- Matthew Gordon, Vice Chair
- Craig Johnson, Secretary
- Felix Jones, Commissioner
- Germaine Key, Commissioner
- Ricardo Quintana, Commissioner
- Luis Vaquera, 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, November 26, 2020. A Workshop will be held at 6:30 PM.

(Due to the evolving situation with the COVID-19 Novel Coronavirus and the health recommendations for social distancing from the Center for Disease Control (CDC)):

THE CITY OF FONTANA PARKS, COMMUNITY AND HUMAN SERVICES COMMISSION MEETING OF NOVEMBER 26, 2020 AT 7:00PM SHALL BE AVAILABLE TO THE PUBLIC REMOTELY.

**CITY OF FONTANA
PARKS, COMMUNITY AND HUMAN SERVICES COMMISSION
REGULAR
SEPTEMBER 24, 2020
AVAILABLE REMOTELY**

WORKSHOP

The City of Fontana Parks, Community and Human Services Commission and Staff met remotely for a workshop at 5:30 p.m. on Thursday, September 24, 2020, prior to the regular meeting to review the agenda and Review of General Plan Chapters 6, 7, 8, & 16.

ROLL CALL:

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

Absent: Vice Chairperson Gordon, Commissioner Jones

The regular meeting of the City of Fontana Parks, Community and Human Services Commission was held on Thursday, September 24, 2020, in the Grover W. Taylor Council Chambers, 8353 Sierra Avenue, Fontana, California. The meeting was called to order at 7:02 p.m. by Chairperson Ahumada, followed by an Invocation given by Commissioner Vaquera, and the Pledge of Allegiance led by Commissioner Key.

Staff: Community Services Director Garth Nelson; Community Services Manager Michael Wright; Community Services Manager Daniel Schneider; Community Services Manager Kristy Samples; Public Works Manager Dan West; and Senior Administrative Aide Harriet Myers.

SPECIAL PRESENTATION:

A. SEPTEMBER IS NATIONAL SENIOR CENTER MONTH – TIFFANY STARKS

Community Services Supervisor Tiffany Starks announced that the Mayor and City Council proclaimed September as National Senior Center Month.

PUBLIC COMMUNICATION:

Nestor and Sonny Renteria spoke in opposition to building warehouses in south Fontana, due to health for everyone.

CONSENT CALENDAR:

A. APPROVAL OF MINUTES:

Minutes of the July 23, 2020, Parks, Community and Human Services Commission Meetings.

B. PUBLIC WORKS OPERATIONS-PARKS AND LANDSCAPE DIVISION

Approve July 2020 activities report. Report was not available for review.

C. FONTANA ART ASSOCIATION BI-ANNUAL REPORT JANUARY - JUNE 2020

Review, Accept, and File Staff Report.

ACTION: Motion was made by Commissioner Quintana, seconded by Commissioner Key, and passed by a vote of 4-0-1 to approve Consent Calendar Items A-C. (AYES: Johnson, Vaquera, Quintana, Key; NOES: None; ABSTAIN: Ahumada)

UNFINISHED BUSINESS:

None

NEW BUSINESS:

A. CULTURAL ARTS REPORT FOR FISCAL YEAR 2019-2020

Community Services Manager Kristy Samples provided a Cultural Arts Report for Fiscal Year 2019-2020.

The Community Services Department established the Cultural Arts Division to offer specialized programming of the arts and enrich the quality of life for the community

Cultural Arts is comprised of two major categories: visual and performing arts.

During the 19-20 Fiscal Year, the Cultural Arts Division had a total of 79,823 points of contact through programming.

Due to the COVID-19 pandemic, on March 15, 2020, all scheduled programs, events, rentals, classes, and activities were deferred and facilities were closed to the public.

The City of Fontana supports cultural arts through art facilities in the downtown area including the Art Depot Gallery, Steelworkers' Auditorium, Center Stage Theater, Miller Park Amphitheater and at the Koehler Gallery through a partnership with Fontana Arts Association.

Satellite areas include the Grover W. Taylor Council Chamber Foyer, Fontana Community Senior Center, Lewis Library & Technology Center, and partnerships with various schools, parks, and community centers.

The Leading Educational Arts Program (L.E.A.P.) was held in partnership with the Fontana After School Program and Fontana Unified School District. LEAP is an art educational based program which offers students art history lessons and the opportunity to create works of art using innovative mediums and techniques. The LEAP program visited 33 school sites three to four times per year with 6,849 points of contact.

The Youth Community Theater Program offered a production of Frozen Jr. that had 75 cast members and a total of 3,126 attendees.

The Special Needs Art Program (S.N.A.P) created art experiences to expand physical, psychological, cognitive, behavioral, auditory, sensory art interaction and had 436 points of contact.

The Fontana Arts Summer Camp held three sessions in July 2019 with 109 registered participants and 826 points of contact. Both visual and performing art and cultural arts field trips and opportunities were offered.

Fontana Arts Classes included water color, drawing, cartoon painting, acting, singing, video game design, computer coding, theater, music, and etiquette. There were 130 sessions with 2,551 points of contact.

The Imagination Studio program offered customized arts programs for groups or families. There were 1,031 registered participants and 1,129 points of contact.

The Paint Night Workshops offered hands-on painting instruction themed activities for ages 3-13 and 18 & older. There were 15 workshops offered with 235 registered participants and 431 points of contact.

The DIY Make and Create Workshops offered seven workshops with 73 points of contact.

Adventures in Art were held at the Lewis Library and Technology Center that provided hands-on art lessons and education with stories and history lessons. There were 30 workshops with 1,247 points of contact.

The Gallery Artist Exhibits provided the opportunity for 12 artists to exhibit their artwork throughout the galleries and had 1,184 points of contact.

The Mobile Recreation program visited parks and community centers throughout the City, visited the Fontana After School Program and attended special events throughout the City. The program had a total of 8,239 points of contact.

Center Stage Dinner Theater offers professional productions and a dinner theater in addition to specialized programs such as "Noches con Ritmo". The theater hosted 66 performing arts events with 6,229 points of contact.

The Steelworkers' Auditorium had 36 cultural art programs and events with of 1,872 points of contact.

The Fontana Arts Festival took place at Fontana Park last year. The event included artists, vendors, children's activities, booths, hands on workshops and demonstrations, and interactive workshops made possible by funding from a NEA grant. The Arts Festival had 5,500 points of contact.

A Hispanic Heritage Month Celebration was held at Miller Park Amphitheater that hosted 22 artists and had 3,750 points of contact.

The Jazz Festival: A Black History Celebration hosted 21 artists and had 750 points of contact.

Cultural Arts Facility Rentals had 269 rentals and 23,540 points of contact.

Cultural Arts partnerships are held with city and department programs, Stargazer Productions, San Bernardino County Lewis Library & Technology Center, Fontana Arts Association, Fontana Unified School District, and local galleries, museums and educational institutions. These partnerships allowed for 12,164 points of contact.

Upcoming Cultural Arts events include virtual Imagination Studio, Make and Create, Family Fun Paint Night, Little Tykes October Paint Night, and the Kid's Trick or Treat Paint Night.

ACTION: Motion was made by Commissioner Vaquera, seconded by Secretary Johnson, and passed by a vote of 5-0-0 to accept and file the staff report. (AYES: Ahumada, Johnson, Vaquera, Quintana, Key; NOES: None; ABSTAIN: None.)

B. FY 2019/20 FONTANA COMMUNITY SENIOR CENTER ANNUAL UPDATE

Fontana Community Senior Center opened its doors in May 2010 to serve those 55 and older with the goal of being a haven for the older adult community to socialize, learn, and receive essential services. The general membership holds strong with a current active membership of 1,510.

Members have access to 27 clubs including Bochy ball, softball, dance, billiards, photography and karaoke. There were 19,988 participants in clubs.

The Senior Center Volunteer Program has 52 active members that serve as leads for the clubs, main entrance greeters, advisory board members, and assisting with special events. The volunteers have provided 5,934 hours of service; an approximate value of \$150,800.

The Fontana Community Senior Center is a 43,000 square foot facility with

classrooms and activity spaces, a fitness room, billiards room, card parlor, salon, and café. Over 36,918 community members utilize the various spaces.

Nineteen Special Activities offered included eight themed dances, seven special events and four excursions. More than 1,500 participated in the monthly dances; the special events had 1,855 participants; the excursions included trips to Pechanga Casino, Aquarium of the Pacific, Lobster Festival and had 133 participants.

Overall participation in all activities has held steady until the closure in March 2020. It is estimated that if participation had continued growing at the same rate, there would have been 4,680 participants.

The Fontana Community Senior Center offered more than 33 classes with 2,583 registered participants. Classes offered include exercise, dance, tumbling and karate. If the center had remained open, it is estimated that there would have been 3,551 participants.

The Fontana Community Senior Center had 155 total rentals (75 private events and 80 internal/co-sponsorship events).

The Fontana Community Senior Center works with 215 community-based organizations and agencies to provide services and education. There were 7,487 participants that utilized the resources available.

The Fontana Community Senior Center collaborates with various organizations to provide services such as health screenings, Medicare information, tax assistance, safety presentations, In Home support services, and legal assistance.

The transportation program provides seniors access to various locations throughout the community to allow them to maintain their independence. The transportation program has 222 active pass holders and has provided 22,355 individual trips.

The Nutrition Program provided 32,311 meals to seniors. Special event lunches such as Police Officers Association BBQ were provided as well as dinner at the Country Dance and Winter Formal.

The Fontana Community Senior Center was closed on March 14, 2020, due to the Covid-19 Stay At Home Order. Essential Services were focused on meals, transportation and virtual engagement. To date, the Fontana Community Senior Center has delivered more than 47,239 meals were delivered to Fontana seniors; has transported 587 individuals to grocery stores and dialysis appointments; and has conducted wellness checks through daily phone calls to over 4,000 individuals.

The Fontana Community Senior Center has now expanded its services to include virtual programming that includes Take Home Crafts/DIY Kits, Virtual and Drive-Up Bingo and virtual activities including a stay at home scavenger hunt, chair yoga and a

monthly celebration.

Goals for the upcoming fiscal year include enhancing the transportation program to offer more hours of operation and weekend service; acquiring an additional Type III bus and purchasing software to help with service delivery; awaiting notification of an award of a grant from the OmniTrans Regional Mobility Program which would provide funding for discounted UBER rides for seniors and continue providing virtual programming until the Senior Center is reopened.

Discussion was held on the Fontana Community Senior Center being opened as a cooling center during the heat.

Discussion was held on the virtual programming being provided.

ACTION: Motion was made by Secretary Johnson, seconded by Commissioner Quintana, and passed by a vote of 5-0-0 to accept and file the staff report. (AYES: Ahumada, Johnson, Vaquera, Quintana, Key; NOES: None. ABSTAIN: None.)

C. COMMUNITY SERVICES DEPARTMENT SERVICES UPDATE - ORAL REPORT

Community Services Department Director Garth Nelson spoke on staff transitioning from traditional programming to unique and creative ways of connecting with the community.

Community Services Manager Michael Wright reported that registration is now open for the Virtual Recreation Center with virtual classes being offered.

Manager Wright reported on the Fontana Community Senior Center staying connected with seniors through nutrition, transportation, wellness checks, referrals, and virtual programming.

Community Services Manager Kristy Samples reported on the Fontana Expanded Learning Program (FELP) staff providing virtual homework support, health & wellness education, STEAM Activities, LEAP lessons, and physical activities every day after school. FELP also provides participant and family one-on-one support, English Learner support, McKinney Vento support and support for the Fontana Unified School District Grab & Go Meal distribution.

Manager Wright reported on the Online Summer Camp that was held for eight weeks and included STEAM activities, arts, health and fitness, and virtual tours.

Manager Samples reported that the Arts @ Home Program provided five art classes in science, painting, family paint night, little tykes painting, and Imagination Studio projects.

Manager Wright reported on the Above the Limits (ATL) Virtual Programming that provided an opportunity for participants and their families to connect by providing art projects, socialization, and a virtual tour of the Nature Center.

Manager Wright reported on Healthy Fontana's Virtual Let's Move on the Trail being held for six days with demonstrations, fitness activities, vendor information and referral, giveaways and walking along the Pacific Electric Trail.

Community Services Manager Daniel Schneider reported on the Fontana Parks Aquatics Center reopening for lap swim and water walking.

Manager Schneider reported on the fields and parks being as popular as ever and thanked the teams that are using the facilities for maintaining socially distanced protocols.

Manager Schneider reported on the Virtual Concerts held on Thursday nights during the summer.

Manager Schneider reported on Family Drive In Nights being held having 45 cars at each of the three movie nights.

Manager Samples reported on the Community Services Department being committed to communicating with the public.

ACTION: Motion was made by Commissioner Keys, seconded by Commissioner Vaquera, and passed by a vote of 5-0-0 to accept and file the staff report. (AYES: Ahumada, Johnson, Vaquera, Quintana, Key; NOES: None. ABSTAIN: None.)

A. PUBLIC WORKS PARKS PROJECTS UPDATE DAN WEST - ORAL REPORT

Will be providing a PowerPoint regarding the updates with Central City update. Park lighting Veterans park, Bill Martin park, Jack Bulik park, and Southridge park all have the sports field lighting and have been upgraded to the new LED fixtures. Hopefully the users who are using the field now are noticing the difference. Currently working on Village park, once everything is done at Southridge Park they will be moving north and working on RML park and the bigger parks we have up north.

Three new sports fields are being built at Central City park; we have two football/soccer fields, one soccer field, horseshoe courts, community garden, ADA interactive playground, walking trail connecting to the Pacific Electric Trail, restroom/snack bar, and storage area.

Dan West showed a PowerPoint depicting how the park is coming along, showed pictures of every new section that is being built. He also talked about how the fields are being constructed with the underground collection of water.

Discussion was held about the lights shining on the neighboring houses.

Discussion was held about the South Fontan Sports park; regarding if the city has any updates.

Discussion was held regarding the multipurpose field goal posts.

ACTION: Motion was made by Commissioner Vaquera, seconded by Commissioner Johnson, and passed by a vote of 5-0-0 to accept and file the staff report. (AYES: Ahumada, Johnson, Vaquera, Quintana, Key; NOES: None. ABSTAIN: None.)

COMMUNICATIONS:

A. COMMISSION COMMENTS

Secretary Johnson congratulated Community Services Supervisor Tiffany Starks on the fantastic job the Senior Center is doing and encouraged seniors to participate in the virtual events.

Secretary Johnson wished his wife a happy anniversary.

Commissioner Key thanked Community Services Supervisor Tiffany Starks for the wonderful work she is doing at the Senior Center.

Commissioner Key encouraged everyone to vote.

Commissioner Key reminded everyone to mask up and maintain social distancing.

Commissioner Quintana commended Community Services Supervisor Tiffany Starks and Community Services Manager Kristy Samples for their work.

Commissioner Quintana spoke on field usage fees and requested a report breaking down the types of use.

Commissioner Quintana spoke on fields and pools being open for use.

Commissioner Quintana thanked KFON staff for the audio improvements on the virtual meetings.

Commissioner Vaquera wished his two sons a happy birthday.

Commissioner Vaquera wished his dad a happy birthday which will be on October 17th.

Commissioner Vaquera congratulated staff for all they do.

Commissioner Vaquera spoke on not relaxing safety measures.

Commissioner Vaquera reminded everyone to be safe.

Commissioner Vaquera told Commissioner Johnson to drive back home safely.

Chairperson Ahumada thanked Commissioner Gordon for stepping in for her at the last meeting.

Chairperson Ahumada wished everyone a happy and safe rest of the month.

Chairperson Ahumada spoke on anticipating being able to open everything back up to full capacity.

A. COMMUNITY SERVICES DEPARTMENT COMMENTS/PUBLIC WORKS DEPARTMENT COMMENTS

Community Services Director Garth Nelson commended Public Works Manager Dan West for his presentation.

Director Nelson spoke on the challenging times being faced by the Community Services team and trying to be creative to continue providing services.

Director Nelson thanked Manager Samples, Nathan, and the Cultural Arts team for their virtual programming.

Director Nelson thanked Manager Wright and Supervisor Tiffany Starks for staying connected with the seniors in the community.

Director Nelson spoke on the cooling center at the Fontana Community Senior Center and at Heritage Park.

Director Nelson thanked the Commissioners for staying connected with staff.

Community Services Manager Michael Wright thanked the Community Services team for pulling together.

Manager Wright spoke on the upcoming Let's Move on the Trail event.

Manager Wright spoke on the upcoming virtual Halloween events.

Community Services Manager Daniel Schneider spoke on the Aquatics Center being open for lap swim and water walking.

Manager Schneider spoke on the upcoming Co-sponsorship cycle.

Manager Schneider spoke on the Drive In Movie Night on October 9, 2020, and October 30, 2020.

Manager Schneider thanked staff for the great job they are doing during this time.

Manager Schneider thanked KFON staff for all the work they are doing during this time.

Manager Schneider wished his mother a happy birthday.

Manager Samples encouraged everyone to visit Arts.Fontana.Org to sign up for the virtual opportunities available.

Manager Samples thanked MYAC members that helped with some projects, Vishal Kunam, Natalie Gutierrez, Alana Okonkwo, and Jaylyn Harris.

Public Works Manager Dan West commended the Park Monitor Program for all of their reports.

ADJOURNMENT:

By consensus, the meeting adjourned at 8:49 p.m. to the next Regular Parks, Community and Human Services Commission Meeting on Thursday, October 22, 2020. A Workshop will be held at 6:30 p.m. in the City Hall Executive Conference Room and the Regular Meeting at 7:00 p.m. in the Grover W. Taylor Council Chambers located at 8353 Sierra Avenue, Fontana, California.

Ysela Aguirre
Boards and Commissions Secretary

Chairperson Ahumada

8/10/2020

FROM: Department of Public Works

SUBJECT: Operation - Parks and Landscape Division

August 20, 2020

RECOMMENDATION:

Accept staff report.

DISCUSSION:**PARKS AND LANDSCAPE DIVISION**

The Parks and Landscape Division in-house personnel responded to 1,103 work orders in the month of July. 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.

TASK	NUMBER OF TIMES ITEMS WERE SERVICED
Admin	105
Aesthetic/Svc Rqst Prune 0-12 DBH	12
Court Maintenance	7
Debris Cleanup	2
Electrical	10
Fence Maintenance	11
Field Maintenance	3
Fountain Maintenance	19
Furniture Maintenance	12
Grid 4 Trim	1
Hanging Banner	4
Inspection	1
Inspection of Site	225
Irrigation	267
Irrigation Controller Maintenance	10
Irrigation Controller Testing	16
Landscape Maintenance	497
Lighting Maintenance	39
Limb Removal	26
Meter Maintenance	1
Park Maintenance	21
Path Maintenance	1
Pest Control	32
Playground Maintenance	84
Plumbing	8
Pool Maintenance	36
Raise Tree	3
Refuse Maintenance	27
Repair Tables	3
Restroom Maintenance	13
Security	10
Shopping Cart Retrieval	0
Special Events	5
Structure Maintenance	3
Stump Grinding	5
Supplies\Equip	13
Tree & Stump Removal 25+ DBH	2

Tree Removal	25
Tree Staking and Tying	1
Tree Trimming	47
Tree Watering Weekly PM	26
Trunk Injection	2
Vehicle Inspection	0
Work for Other Departments	4
Yard Duties/Cleaning	1

Number of times serviced 1,682

Parks Division Standby Hours	Number of Hours	Number of Call Outs
Limb Removal	8.0	2
Tree Removal	4.0	1
Plumbing	16.0	3
Irrigation	6.0	3
Park Maintenance	2.0	1
Lighting Maintenance	110.0	5
Restroom Maintenance	1.0	1
Security	7.5	4
Supplies\Equip	3.0	2
Total	157.5	22

SPECIAL EVENTS	Number of Hours
General	66


FISCAL IMPACT:

None

MOTION:

Approve staff recommendation.

SUBMITTED BY:



Dan West

Public Works Manager

9/17/2020

FROM: Department of Public Works

SUBJECT: Operation - Parks and Landscape Division

September 24, 2020

RECOMMENDATION:

Accept staff report.

DISCUSSION:**PARKS AND LANDSCAPE DIVISION**

The Parks and Landscape Division in-house personnel responded to 1,099 work orders in the month of August. 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.

TASK	NUMBER OF TIMES ITEMS WERE SERVICED
Admin	86
Aesthetic/Svc Rqst Prune 0-12 DBH	22
Court Maintenance	8
Electrical	13
Fence Maintenance	3
Field Maintenance	20
Fountain Maintenance	26
Furniture Maintenance	1
General Fabrication	2
Grid 4 Trim	2
Hanging Banner	5
Hardscape Maintenance	4
Inspection of Site	230
Irrigation	228
Irrigation Controller Maintenance	21
Irrigation Controller Testing	17
Janitorial	1
Landscape Maintenance	467
Lighting Maintenance	37
Limb Removal	18
Monument Maintenance	2
Park Inspection	2
Park Maintenance	23
Path Maintenance	1
Pest Control	11
Playground Maintenance	4
Plumbing	6
Pool Maintenance	44
Preventive Maintenance	3
Refuse Maintenance	16
Restroom Maintenance	19
Root Prune Backup - Crew	1
Root Pruning	4
Root Shave Backup - Crew	1
Security	10
Shopping Cart Retrieval	2
Special Events	1

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Stump Grinding	14
Supplies\Equip	8
Tree & Stump Removal 25+ DBH	10
Tree Inspection	39
Tree Only Removal	1
Tree Planting	11
Tree Removal	31
Tree Staking and Tying	1
Tree Trimming	38
Tree Watering Weekly PM	4
Vehicle Inspection	0
Weed Cutting	3
Weekly Banner Check	1
Welding	2
Yard Duties/Cleaning	1

Number of times serviced 1,527

Parks Division Standby Hours	Number of Hours	Number of Call Outs
Limb Removal	12.0	2
Tree Removal	9.5	1
Stump Grinding	4.0	1
Plumbing	4.0	1
Irrigation	13.5	5
Park Maintenance	12.0	4
Lighting Maintenance	59.0	5
Restroom Maintenance	4.0	1
Security	11.0	2
Supplies\Equip	4.0	1
Total	133.0	23

SPECIAL EVENTS	Number of Hours
ce	5


FISCAL IMPACT:

None

MOTION:

Approve staff recommendation.

SUBMITTED BY:



Dan West

Public Works Manager

10/12/2020

FROM: Department of Public Works**SUBJECT: Operation - Parks and Landscape Division**

October 22, 2020

RECOMMENDATION:**Accept staff report.****DISCUSSION:****PARKS AND LANDSCAPE DIVISION**

The Parks and Landscape Division in-house personnel responded to 1,177 work orders in the month of September. 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.

TASK	NUMBER OF TIMES ITEMS WERE SERVICED
Admin	85
Aesthetic/Svc Rqst Prune 0-12 DBH	12
Court Maintenance	10
Electrical	13
Fence Maintenance	8
Field Maintenance	17
Fountain Maintenance	24
Furniture Maintenance	3
General Event	2
General Fabrication	1
Grid 4 Trim	5
Hanging Banner	4
Hardscape Maintenance	2
Inspection	0
Inspection of Site	225
Irrigation	217
Irrigation Controller Maintenance	4
Irrigation Controller Testing	6
Irrigation Maintenance & Repairs	1
Landscape Maintenance	475
Lighting Maintenance	25
Limb Removal	22
Park Maintenance	19
Path Maintenance	10
Pest Control	23
Playground Maintenance	4
Plumbing	15
Pool Maintenance	32
Preventive Maintenance	1
Raise Tree	6
Refuse Maintenance	22
Restroom Maintenance	15
Root Prune Backup - Crew	6
Root Pruning	1
Security	6
Shopping Cart Retrieval	6
Special Events	3

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Stump Grinding	15
Supplies/Equip	5
Tree & Stump Removal 25+ DBH	10
Tree Inspection	44
Tree Only Removal	1
Tree Removal	18
Tree Staking and Tying	1
Tree Sucker Removal	1
Tree Trimming	23
Vehicle Inspection	0
Yard Duties/Cleaning	1

Number of times serviced 1,455

Parks Division Standby Hours	Number of Hours	Number of Call Outs
Stump Grinding	7.0	1
Plumbing	9.0	1
Irrigation	12.0	3
Park Maintenance	4.5	2
Lighting Maintenance	10.0	3
General Event	3.0	1
Refuse Maintenance	4.0	1
Restroom Maintenance	2.0	1
Field Maintenance	10.0	2
Special Events	6.0	1
Electrical	26.5	2
Inspection	2.0	1
Total	6.0	1
	102.0	20

SPECIAL EVENTS	Number of Hours
Family Fun Night	4
General	23
ies/Cleaning	3

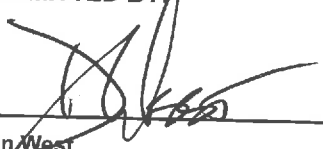
FISCAL IMPACT:

None

MOTION:

Approve staff recommendation.

SUBMITTED BY:



Dan West

Public Works Manager

ACTION REPORT
October 22, 2020

FROM: Community Services Department

SUBJECT: CO-SPONSORSHIP APPLICATIONS CYCLE (2) - 2020/21 - DANIEL SCHNEIDER

RECOMMENDATION:

Review and provide City Council with a recommendation regarding four Co-Sponsorship applications for fiscal year July 1, 2020 through June 30, 2021 totaling an amount of \$17,326.

DISCUSSION:

Current Co-Sponsorship procedures, as approved by the Parks, Community and Human Services Commission and City Council, requires organizations to submit all Co-Sponsorship requests for activities taking place during the next fiscal year (July 1, 2020 – June 30, 2021) between February 1 and February 28 or between September 1 and September 30, 2020.

All organizations in consideration for Co-Sponsorship must meet all Co-Sponsorship criteria which include: proof of non-profit status (501 c3) or proof that the event is not for profit, organization must be based in the incorporated boundaries of the City of Fontana, event must benefit and be open to Fontana residents and organization must adhere to Co-Sponsorship tier rating:

Included in this report are four attachments: **Attachment A** – Co-Sponsorship of Events Policy, **Attachment B** – Co-Sponsorship Application Descriptions, **Attachment C** – Organizations Applying for Co-Sponsorship, and **Attachment D** – Co-Sponsorship In-Kind Cost Breakdown.

Tier Levels:

Tier One: Organization provides minimum of eighty percent (80%) of program resources and funding.

Tier Two: Organization provides minimum of seventy percent (70%) of program resources and funding.

Tier Three: Organization provides minimum of fifty percent (50%) of program resources and funding.

Although all organizations requesting funding must provide a minimum of fifty percent (50%) of program funding, tier funding levels are not applicable to organizations requesting the use of facilities during regular center hours.

Four new applications were received during the September 1 through September 30, 2020 request period and met required Co-Sponsorship policy. The applications are below:

- ~ Ephesians New Testament Church of Fontana for a Martin Luther King event**
- ~ Concerned Citizens for the Development of North Fontana for The Black History Parade**
- ~ Concerned Citizens for the Development of North Fontana for The Black History Expo**
- ~Fontana Foundation of Hope for the American Heart Association Walk**

Funding for Co-Sponsorships in the amount of **\$37,500** was approved by City Council in the 20/21 fiscal year budget. There is a surplus of **\$7,922** from the February Co-Sponsorship application period. Requested funding during the September application period totals **\$17,326** which exceeds current funding allocations by **\$9,404**.

Staff recommends the Commission should approach the review of this application as outlined below:

- Evaluate the requesting applications
- Approve or deny the application and/or in-kind city subsidy outlined in application
- Forward the item to City Council for their consideration

FISCAL IMPACT:

Funding for Co-Sponsorships in the amount of **\$37,500** was approved by City Council in the 20/21 fiscal year budget. There is a surplus of **\$7,922** from the February Co-Sponsorship application period. Requested funding during the September application period totals **\$17,326** which exceeds current funding allocations by **\$9,404**.

MOTION:

Provide a recommendation and forward to City Council for consideration.

APPROVED BY:


Garth Nelson
Community Services Director

ATTACHMENTS:

Description:	Type:
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Regular Parks, Community and Human Services Commission - October 22, 2020

Attachment A - Co-Sponsorship Policy	Backup Material
Attachment B - Co-Sponsorship Descriptions	Backup Material
Attachment C - Organizations Applying for Co-Sponsorship	Backup Material
Attachment D - Co-Sponsorship Cost Breakdown	Backup Material

ITEM: NB-A

**City of Fontana
POLICY AND PROCEDURES**

Subject:	POLICY TITLE Co-Sponsorship of Events	Page 1 of 5	Section 20-58
		Effective Date 7-1-06	Issued Date 6-13-06

Resolution Number:**Approval Date:****I. PURPOSE**

To establish guidelines for the City co-sponsorship of Fontana based events and/or programs.

II. GENERAL POLICY

The City of Fontana allocates certain funds annually for the purposes of assisting non-profit Fontana-based organizations hosting community events. The City does not provide funds for these co-sponsored events, but in kind services. The City shall develop co-sponsorship criteria to prioritize and select co-sponsorship applicants on a biannual basis and to effectively distribute finite budgetary allocations based on classifications and ratings of applicants.

III. DEFINITION

City Co-sponsored Event means an event that is planned and conducted by a Fontana-based non-profit organization that meets the criteria for co-sponsorship and the City participates by contributing staff time, public safety services, equipment use, and/or the use of facilities.

IV. PROVISIONS

1. An organization may fall into the following categories within the co-sponsorship criteria:

A. Classification 1:

A group demonstrating a clear, broad based community benefit demonstrated through the application process.

B. Classification 2:

A group demonstrating a clear community benefit targeted toward a specific segment of the community demonstrating an identified need.

2. An organization may apply for co-sponsorship in one of the following three co-sponsorship tier ratings.

A. Tier #1

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Organization provides a minimum of eighty percent of program resources and funding.

B. Tier #2

Organization provides a minimum of seventy percent of program resources and funding.

C. Tier #3

Organization provides minimum of fifty percent of program resources and funding.

NOTE: An organization must provide a minimum of fifty percent of the program's resources (i.e. funding, equipment, advertisement) to be eligible to apply for co-sponsorship with the City.

3. The tier rating is based on the total amount of resources the organization allocates to the event.
4. Co-sponsorship applications will be accepted February 1 through February 28 for co-sponsorship of events taking place during the following July 1 through June 30 period. A second application review process will be offered for events that are identified after the February application deadline. The second round of applications will be accepted September 1 through September 30 for events taking place January 1 through June 30 of the same fiscal planning year.
5. The City will rate each application according to the established criteria and will provide co-sponsorship support based upon the available funding resources.
6. Community Services Department staff will review all requests for co-sponsorship to ensure the organization meets the above criteria.
7. Requests for co-sponsorship will be classified by their overall benefit to the community and will be ranked by tier rating prior to being sent to the Parks and Recreation Commission and City Council for consideration.
8. Organizations will be funded based upon classification and priority of ranking until budgeted co-sponsorship funds have been fully allocated.

V. CO-SPONSORSHIP RATING CRITERIA

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1. The applicant's event must be a benefit to the Fontana community. One or several of the following would qualify a proposed event for consideration by the Parks and Recreation Commission and staff for City co-sponsorship:
 - A. The event responds to an identified community need. (These are needs that have been either ratified or initiated by the City Council.)
 - B. The event enhances current department programming efforts. (A local organization is willing to fund and operate a current Special Event or organize an Adult Sports program that provides recreation opportunities to local residents.)
 - C. The event provides a unique leisure or community service opportunity for either the community at large or for a targeted group. (A local group that wants to organize an event that the staff, Parks and Recreation Commission and/or City Council believes benefits the community.)
 - D. The event raises funding for either Community Services Department programs or for services that benefit either the community at large or for a targeted group.
2. Application must show proof of 501 (c) 3 non-profit status or group must demonstrate the event is not for profit.
3. Applicant must be based in the incorporated boundaries of the City of Fontana.
4. When applicable, the applicant must have a valid charitable solicitation permit on file with the Management Services Department.
5. Applicant's event must be open to all Fontana residents.
6. The applicant must qualify within Tier #1, Tier #2, or Tier #3 based on overall resources allocated.
7. The applicant must complete and submit the Co-Sponsorship Application and budget form along with a Special Event Application to the Community Services Department during one of the two identified application filing periods.

VI. ASSESSMENT CRITERIA

Assessment(s) will be conducted at the conclusion of the event/activity to determine how well the objectives of the event/activity were met. Total attendance, activities offered, and overall benefit to the community will be reported on. Assessments will be conducted by:

1. Self Assessment

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A self assessment form will be provided to the applicant for the purpose of reporting on the outcome of the event.

2. *Parks and Recreation Commission Assessment*

When possible, one or more Parks and Recreation Commissioners will attend events to observe and provide feedback to the entire Parks and Recreation Commission.

3. *Community Services Department Assessment*

When applicable, a Community Services Department employee will be assigned to attend the event and provide feedback to both the applicant and the Parks and Recreation Commission.

VII. PROCEDURES

1. Complete the Co-sponsorship of Event Application and budget form in addition to a Special Event Application.
2. Submit application in February or September of each year to:

Co-Sponsorship Events
Community Services Department
16860 Valencia Avenue
Fontana, CA 92335
3. Upon receipt of applications, Community Services Department staff will verify eligibility, determine classification and assign tier rating.
4. Staff liaison shall place the request for co-sponsorship on the Parks and Recreation Commission agenda for review and consideration.
5. Staff liaison shall notify the applicant request co-sponsorship of the date, time, and location of the Parks and Recreation Commission meeting at which the request will be considered.
6. The request for co-sponsorship will be reviewed and either approved or denied by the Parks and Recreation Commission and then by the City Council.
 - A. If the request is approved by the Parks and Recreation Commission, staff will forward the request to City Council for consideration as part of the annual Budget Adoption Process or Mid-year Review of Budget Allocations.
 - i. Organizations that receive approval must recognize support of the City of Fontana as a co-sponsorship of the event or activity. All publicity and marketing for the event or activity must include the approved City of Fontana logo.

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- ii. If the request is approved by the City Council, the staff liaison will notify the applicant and appropriate departments in writing within seven days of the City Council's action.

B. If the request is denied staff will notify the applicant in writing.

- i. Appeal process: In the event the request is denied, the applicant may appeal the Park and Recreation Commission's decision in writing, care of the Community Services Director at 16860 Valencia Avenue, Fontana, CA 92335 within seven business days of decision.
7. If applying for use of a facility, a Request for Use of Facility must be completed in addition to the Co-sponsorship of Events Application and Special Event Application.
 8. The Community Services Director, or designee, can approve a co-sponsorship request for use of a City facility if the requested date and time does not impact facility rentals and/or programs AND which do not exceed \$5,000 cumulatively, annually.
 9. An applicant approved for co-sponsorship of facility use from the City that does not provide (30) days notice of cancellation of said event to the City will be charged a Class 3 facility rental fee according to the Facility Rental Policy.
 10. After the conclusion of the co-sponsored event or activity, the approved Post Event/Activity Assessment will be conducted to determine the benefit to the community.

Note: Parks & Community Services Commission meetings are held on the fourth Thursday of the month. The City Council meetings are held on the second and fourth Tuesday of the month.

*Events in RED are new events

Event Information		Description	2019/2020 Evaluation
1	Ephesians New Testament Church MLK Jr Celebration January 15, 2021 Steelworkers' Auditorium Estimated Attendance: 400	Dr. Martin Luther King Jr Jazz for a scholarship event.	Attendance: 650 Event did not take place on City property but was still well received.
2	Concerned Citizens for Dev of N. Fontana Black History Parade February 27, 2021 Citrus Ave (Summit-Sierra Lakes) Estimated Attendance:	Community parade in celebration of Black History Month.	Attendance: 400 Event always runs late and requires CSD staff to assist with staging. Parade route could be shortened to Curtis rather than Summit for starting point.
3	Concerned Citizens for Dev of N. Fontana Black History Parade Expo February 27, 2021 Home Depot Parking Lot Estimated Attendance:	Community celebration at the conclusion of Black History Parade featuring vendors, entertainment and activities for the kids.	Attendance: 1,000 Layout works well for event. Lacking signage for directions, advertising and activities.
4	Fontana Foundation of Hope American Heart Association Walk April 10, 2021 Fontana Park Estimated Attendance: 2,500	Fundraising walk in celebration of the many who have supported the American Heart Association.	Attendance: N/A New event

2020/2021 Co-Sponsorships
Organizations Applying for Event Co-Sponsorship

*Events in RED are new events

Item #	Organization	Event	Event Budget	Value of In-Kind City Support	Tier Level
1	Ephesians New Testament Church	MLK Jr Celebration	\$26,750	\$512	Tier 1
2	Concerned Citizens for the Development of North Fontana	Black History Parade	\$10,360	\$5,050	Tier 3
3	Concerned Citizens for the Development of North Fontana	Black History Parade Expo	\$6,435	\$1,280	Tier 2
4	Fontana Foundation of Hope	American Heart Association Walk	\$28,000	\$10,484	Tier 2
TOTAL:				\$17,326	

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2020/2021 Co-Sponsorship

Attachment D

*Events in RED are new events

Cost Breakdown

#	Organization	Events	Date & Time	Location	Requested Support	City Support
1	Ephesians New Testament Church	MLK Jr Celebration	January 15, 2021 7pm-11pm	Steelworkers' Auditroum	Use of Steelworkers'	
					(2) CSD Staff (auditorium)	\$16p/h x 2 x 6hrs = \$192
					(3) KFON	\$16p/h x 3 x 6hrs = \$288
					(1) CSD Staff (Events)	\$16p/h x 2hrs = \$32
						\$512.00
2	Concerned Citizens for the Development of North Fontana	Black History Parade	February 27, 2021 10am-12pm	Citrus (Summit to Sierra Lakes Pkwy)	Fontana PD support for traffic control and road closures	\$3,000
					(6) Public Works (Streets)	\$55p/h x 6 x 5hrs = \$1,650
					Closure of Ralph M Lewis	
					KFON for sound & filming	\$16p/h x 3 x 3hrs = \$144
					(4) CSD Staff (Events)	\$16p/h x 4 x 4hrs = \$256
						\$5,050.00
3	Concerned Citizens for the Development of North Fontana	Black History Parade Expo	February 27, 2021 12pm-4pm	Home Depot Parking Lot	(4) Public Works Staff for delivery, set-up and pick-up	\$55p/h x 4 x 4hrs = \$880
					(1) CSD Staff (Events)	\$16p/h x 2hrs = \$32
					KFON	\$16p/h x 2 x 4hrs = \$128
					Mobile Rec	\$16p/h x 3 x 5hrs = \$240
						\$1,280.00
4	Fontana Foundation of Hope	American Heart Association Heart & Stroke Walk	April 10, 2021 8am-12pm	Fontana Park	Closure of Fontana Park	
					Public Works (Parks)	Friday: \$55p/h x 4 x 4hrs = \$880 & Saturday: \$55p/h x 3 x 4 hrs = \$660 + \$55p/h x 2 x 8hrs = \$880 = \$2,420
					Public Works (Streets)	\$55p/h x 4 x 6hrs = \$1,320
					CSD Staff (Events)	\$16p/h x 4 x 6hrs = \$384
					KFON	\$16p/h x 3 x 5hrs = \$240
					Fontana PD	\$85p/h x 12 x 6hrs = \$6,120
						\$10,484.00
						\$17,326.00

ACTION REPORT
October 22, 2020

FROM: COMMUNITY SERVICES DEPARTMENT

SUBJECT: LITTLE LIBRARY - COMMUNITY REQUEST - ORAL REPORT -
MICHAEL WRIGHT

RECOMMENDATION:

Review and Advise Staff.

DISCUSSION:

None

FISCAL IMPACT:

None

MOTION:

Approve staff recommendation.

APPROVED BY:


Garth Nelson
Community Services Director

ATTACHMENTS:

Description:	Type:
No Attachments Available	

ITEM: NB-C

ACTION REPORT
October 22, 2020

FROM: COMMUNITY SERVICES DEPARTMENT

SUBJECT: NOVEMBER AND DECEMBER COMMISSION CALENDARS - ORAL
REPORT - GARTH NELSON

RECOMMENDATION:

Review, consider, and authorize the Parks, Community and Human Services Commission meeting calendar options for November and December 2020.

DISCUSSION:

The Parks, Community and Human Services Commission may wish to consider and/or authorize any of the following options to the November and December meeting calendars:

Cancel the November 26, 2020, Regular Meeting.

Reschedule the November 26, 2020, Regular Meeting to November 19, 2020.

Cancel the December 24, 2020, Regular Meeting.

Reschedule the December 24, 2020, Regular Meeting to December 10, 2020.

FISCAL IMPACT:

None

MOTION:

Approve staff recommendation.

APPROVED BY:


Garth Nelson
Community Services Director

ATTACHMENTS:

Description:	Type:
No Attachments Available	

ITEM: NB-E