

**CITY OF FONTANA
REGULAR PARKS, COMMUNITY AND
HUMAN SERVICES COMMISSION
JANUARY 24, 2019**

MINUTES

The City of Fontana Parks, Community and Human Services Commission and Staff met for a workshop at 6:00 p.m. on Thursday, January 24, 2019, in the City Council Chambers, 8353 Sierra Avenue, Fontana, California, prior to the regular meeting to review the agenda, a Commission Reorganization Update, User Fee Process Review, BMLA Park Master Plan Update, and Respectful Workplace Training.

ROLL CALL:

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

Absent: Commissioner Sangha

The regular meeting of the City of Fontana Parks, Community and Human Services Commission was held on Thursday, January 24, 2019, in the Grover W. Taylor Council Chambers, 8353 Sierra Avenue, Fontana, California. The meeting was called to order at 7:00 p.m. by Chairperson Key, followed by an Invocation given by Pastor Samuel Valverde, Fountain of Truth Church and the Pledge of Allegiance led by Commissioner Quintana.

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; Community Services Supervisor Sergio Barragan; Public Works Manager Dan West; and Commission Secretary Ysela Aguirre.

SPECIAL PRESENTATION:

A. Employee Of The Month – Michael Wright

The Parks and Community Services Commission recognized Doug Johnson, Community Services Coordinator as the Employee of the Month.

PUBLIC COMMUNICATION:

None.

CONSENT CALENDAR:

A. APPROVAL OF MINUTES:

Minutes of the December 6, 2018, Parks, Community and Human Services Commission Meeting.

ACTION: Motion was made by Commissioner Jones, seconded by Commissioner Vaquera, and passed by a vote of 5-0-1 to approve Consent Calendar Items A. (AYES: Key, Jones, Rowland, Vaquera, Quintana; NOES: None; ABSTAIN: Ahumada)

B. PUBLIC WORKS OPERATIONS-PARKS AND LANDSCAPE DIVISION

Approve November and December 2018 activities report.

ACTION: Motion was made by Commissioner Vaquera, seconded by Commissioner Quintana, and passed by a vote of 6-0 to approve Consent Calendar Items B. (AYES: Key, Jones, Ahumada, Rowland, Vaquera, Quintana; NOES: None; ABSTAIN: None)

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 2018:

- November 28, 2018, Tree Lighting Ceremony, City Hall: This annual event had over 700 community members in attendance. Rockhill Church sang Christmas Carols and the Wonderelle's quartet performed throughout the evening. Santa arrived to light the 30-foot tree with assistance from the Mayor and City Council. Guests were treated to sweet bread and hot chocolate and enjoyed the festivities and free pictures with Santa.
- December 8, 2018, Christmas Parade, Sierra Avenue from Arrow to Merrill: The Fontana Exchange Club presented this event with 76 parade entries including many of the City of Fontana Community Service programs, bands from Kaiser High School, A.B. Miller, Fontana, Jurupa Hills, and Summit and the C.I.F. and Southern California Champion Football team from Kaiser High School. There were over 8,000 participants.
- December 8, 2018, Festival of Winter, Veteran's Park: this 17th annual free event featured 55 tons of snow in the children's play area and a snow slide zone. The

Miller Amphitheatre was utilized for this event with entertainment by Fontana's Anthony Alexander and the Dance Band Kicks. There were free pictures with Santa and additional entertainment in the Steelworkers' Auditorium. Over 5,500 community members participated.

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

- February 23, 2019, Black History Parade, Citrus Avenue from Summit to Sierra Lakes. Co-sponsorship event with the Concerned Citizens for the Development of North Fontana
- February 23, 2019, Black History Expo, Co-sponsorship event with the Concerned Citizens for the Development of North Fontana

ACTION: Motion was made by Commissioner Ahumada, seconded by Commissioner Rowland, and passed by a vote of 6-0 to accept and file the staff report. (AYES: Key, Jones, Ahumada, Rowland, Vaquera, Quintana; NOES: None; ABSTAIN: None)

B. FONTANA EXPANDED LEARNING PROGRAM (FELP) END OF YEAR REPORT 2017-2018 - SERGIO BARRAGAN

The Community Services Department completed its eleventh year as the provider for the Fontana After School Program.

The Fontana Expanded Learning Program (FELP) is a partnership between the City of Fontana, the Fontana Unified School District, Colton Joint Unified School District, and the Etiwanda School District that provides comprehensive new lessons, activities, and events, for students in kindergarten through eighth grade in 32 elementary and 5 middle school sites serving 3,582 with an annual attendance of 336,032.

Thirty-three of the programs are grant funded and four are fee-based.

The Fontana Expanded Learning Program staff continues to strive for excellence in all elements of the program to provide quality educational, recreational, and cultural programs to promote the social, physical, intellectual, and emotional development of the youth that are served.

Program staff work to provide safe and supportive environments, provide academic support and help students develop leadership skills to enhance the quality of life of each student.

Core program components consist of homework assistance, physical activity, health and wellness, youth development and enrichment programs. There are also several collaborations and special events for students to participate in.

Based on parent surveys at the end of the 2017-2018 school year, 99% of parents agree

that staff care about their child's success, 98% of parents would recommend the Expanded Learning program to other parents, and 70% have enrolled their children in the program for more than two years.

The focus for the 2018-19 school year includes MobyMax an online academic support tool aimed to support students' academic growth, CATCH - Coordinated Approach to Child Health (CATCH), math games and staff trainings.

The Fontana Expanded Learning Program looks forward to continuing its existing partnerships and creating new ones in the upcoming school year in efforts to continue to exceed all standards and expectations in providing quality after school programming for the community.

Commissioner Jones commended staff for the high quality of services provided to students in Fontana. The impact on students, especially middle school students cannot be measured.

Discussion was held on the number of participants for the middle school programs.

ACTION: Motion was made by Commissioner Rowland, seconded by Commissioner Quintana, and passed by a vote of 6-0 to accept and file the staff report. (AYES: Key, Jones, Ahumada, Rowland, Vaquera, Quintana; NOES: None; ABSTAIN: None)

COMMUNICATIONS:

A. COMMISSION COMMENTS

Commissioner Quintana congratulated Doug and his family for being recognized as Employee of the Month; it is good to hear stories of how people started and promoted within to keep the talent here in the city.

Commissioner Quintana congratulated everyone that was reappointed and the two new appointed Commissioners.

Commissioner Quintana appreciated Commissioner Rowland's wealth of knowledge and support.

Commissioner Quintana congratulated Quintan Bryant on the Veteran's Day Essay Contest.

Chairperson Key thanked Commissioner Rowland for her assistance and patience while coaching and mentoring her.

Chairperson Key congratulated the new Commission members.

Chairperson Key congratulated Kaiser High School Band for their participation in the Rose Parade.

Chairperson Key invited everyone to attend the Black History Parade and Expo on February 23, 2019.

Vice Chairperson Jones thanked the Mayor for his appointment to the Commission; it is an honor to represent the City he grew up and lives in.

Vice Chairperson Jones congratulated Doug Johnson on being recognized as Employee of the Month.

Vice Chairperson Jones spoke on the phenomenal Christmas Parade and the excitement to see the great turnout.

Vice Chairperson Jones congratulated Kaiser High School Band on their Rose Parade competition; and the Kaiser High School Football Team on their accomplishments.

Vice Chairperson Jones will miss Commissioner Rowland and thanked her for always being a positive light.

Secretary Ahumada thanked staff and Commissioners for making her second year appointment.

Secretary Ahumada welcomed the new Commissioners and thanked the City Council for her reappointment.

Secretary Ahumada will miss Commissioner Rowland.

Commissioner Vaquera congratulated Doug Johnson on his recognition of Employee of the Month.

Commissioner Vaquera thanked the Mayor and City Council for the reappointments.

Commissioner Vaquera welcomed the new Commissioners.

Commissioner Vaquera congratulated Commissioner Sangha on his appointment to the Planning Commission.

Commissioner Vaquera spoke on being on the Commission for 10 years with Commissioner Rowland; he will miss her.

Commissioner Rowland spoke on being on the Commission team and having a true blessing to serve the community.

Commissioner Rowland congratulated the new Commissioners.

Commissioner Rowland congratulated Doug Johnson on his recognition as Employee of the Month.

Commissioner Rowland congratulated Commissioner Sangha on his appointment to the Planning Commission.

Commissioner Rowland congratulated the reappointed Commissioners.

Commissioner Rowland thanked Mayor Warren and the City Council for their continued confidence in her.

Commissioner Rowland thanked the Community Services Managers for being awesome to work with.

Commissioner Rowland thanked her fellow and past Commissioner for serving with her.

Commissioner Rowland spoke on being partners with Commissioner Vaquera from day one.

Commissioner Rowland spoke on starting the same year that Director Nelson started.

Commissioner Rowland spoke on planning her retirement from the Fontana Unified School District in February 2020 after 33+ years of service and looking forward to spending time with her grandson and being in Salt Lake City, Utah.

Commissioner Rowland spoke on seeing everyone around the city.

Commissioner Rowland requested that tonight's meeting be adjourned in memory of Aurelio Rangel Vaquera, Millie Henson, and Dr. Karen Harshman.

A. COMMUNITY SERVICES DEPARTMENT COMMENTS

Community Services Director Garth W. Nelson congratulated Doug Johnson on being recognized as Employee of the Month.

Community Services Director Nelson spoke on staff recognized by the city for their years of service - Teresa Ramirez (10 years), Bianca Morales (10 years), Karen Gerber (15 years), and Michael Wright (15 years).

Community Services Director Nelson welcomed the new Commissioners.

Community Services Director Nelson wished Commissioner Sangha the very best.

Community Services Director Nelson thanked Commissioner Rowland for her guidance and insight and will always cherish the rides in the Christmas parade and all the special things she's done.

Community Services Director Nelson attended the Martin Luther King Jr. event at Steelworkers' Auditorium with Community Services Manager Daniel Schneider.

Community Services Director Nelson spoke on the upcoming robust agendas.

Community Services Director Nelson spoke on setting up the facilities tour soon.

Community Services Director Nelson spoke on Commission assignments being discussed in March.

Community Services Manager Michael Wright thanked Director Nelson for the comments for him and his colleagues being recognized for their years of service and shared that Director Nelson was recognized for his 10 years of service.

Community Services Manager Wright thanked the volunteers that will be recognized tomorrow night at the Fontana Community Senior Center for making the programming happen that enhances the lives of their peers in the community.

Community Services Manager Wright spoke on the Above the Limits Paint Night at Cypress Community Center.

Community Services Manager Wright spoke on the Fontana Walks event on February 16, 2019, at 8:00 a.m. at the Mary Vagle Nature Center.

Community Services Manager Wright congratulated the newly appointed Commissioners.

Community Services Manager Wright congratulated Commissioner Sangha on his appointment to the Planning Commission.

Community Services Manager Wright congratulated the reappointed Commissioners.

Community Services Manager Wright thanked Commissioner Rowland for her friendship, mentorship and leadership in the community; and commended her for her dedication to the Relay 4 Life event.

Community Services Manager Daniel Schneider spoke on the great Martin Luther King Jr. event.

Community Services Manager Schneider congratulated Kaiser High School for having January 22, 2019, be proclaimed Kaiser Day in the City of Fontana.

Community Services Manager Schneider thanked staff at the Jessie Turner Health and Fitness Center staff, Manager Samples and KFON staff for their work on the State of the City.

Community Services Manager Schneider welcome the reappointed Commissioners back.

Community Services Manager Schneider spoke on having the great pleasure of working with Commissioner Rowland and her commitment.

Community Services Manager Schneider welcomed the new Commissioners.

Community Services Manager Schneider invited the special needs community to a Special Needs Baseball Softball Clinic sponsored by San Manuel and Dodgers Foundation on February 2, 2019, at Jack Bulik.

Community Services Manager Schneider shared the annual calendar of events.

Community Services Manager Kristy Samples thanked Commissioner Rowland for her care and support and wished her the best.

Community Services Manager Samples shared the winter/spring brochure.

Community Services Manager Samples shared the applications for summer jobs are now being accepted at [Fontana.org\jobs](http://Fontana.org/jobs).

Community Services Manager Samples spoke on the upcoming Jazz Festival at Miller Park Amphitheater.

Community Services Manager Samples spoke on the upcoming Youth Community Theater auditions.

Community Services Manager Samples spoke on the upcoming Teen Leadership Summit at Summit High School.

ADJOURNMENT:

By consensus, the meeting was adjourned at 8:05 p.m. in memory of Aurelio Rangel Vaquera, Millie Henson, and Dr. Karen Harshman to the next Regular Parks and Community Services Commission Meeting on Thursday, February 28, 2019, with a Workshop at 6:00 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.

DocuSigned by:

Ysela Aguirre

6215EB89E9C04DA

Ysela Aguirre
Boards and Commissions Secretary

THE FOREGOING MINUTES WERE APPROVED BY THE PARKS AND COMMUNITY SERVICES COMMISSION ON THE 28th DAY OF FEBRUARY 2019.

DocuSigned by:

JK

A8DC94DF48C841E...

Chairperson Key

Certificate Of Completion

Envelope Id: E399A0BFE1CD4F759E1D615A8DF32343 Status: Completed

Subject: Please DocuSign: Jan24_2019Finalfor022819ForSignature.pdf

Source Envelope:

Document Pages: 9 Signatures: 2

Certificate Pages: 5 Initials: 0

AutoNav: Enabled

EnvelopeD Stamping: Enabled

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Envelope Originator:

City Clerk

8353 Sierra Avenue

Fontana, CA 92335

clerks@fontana.org

IP Address: 192.146.186.96

Record Tracking

Status: Original

3/5/2019 11:58:52 AM

Holder: City Clerk

clerks@fontana.org

Location: DocuSign

Signer Events

Signature

Timestamp

Ysela Aguirre

yselac13@aol.com

Security Level: Email, Account Authentication (None)

DocuSigned by:

6215EB89E9C04DA...

Sent: 3/5/2019 11:58:57 AM

Viewed: 3/14/2019 5:17:57 PM

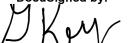
Signed: 3/14/2019 5:18:20 PM

Signature Adoption: Pre-selected Style
Using IP Address: 174.212.10.31
Signed using mobile

Electronic Record and Signature Disclosure:

Accepted: 3/14/2019 5:17:57 PM

ID: b5fcc315-839f-47be-8d1f-1d1795a4df74

DocuSigned by:

A8DC94DF48C841E...

Sent: 3/14/2019 5:18:21 PM

Viewed: 3/15/2019 12:44:29 AM

Signed: 3/15/2019 12:46:18 AM

Signature Adoption: Drawn on Device
Using IP Address: 107.201.246.59
Signed using mobile

Electronic Record and Signature Disclosure:

Accepted: 3/15/2019 12:44:29 AM

ID: 2790c1f6-bfbc-401d-bf20-c4afeff192e2

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Evelyne Ssenkololo

essenkol@fontana.org

Security Level: Email, Account Authentication (None)

COPIED

Sent: 3/15/2019 12:46:19 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Carbon Copy Events	Status	Timestamp
Kathy Kasinger kkasinger@fontana.org Security Level: Email, Account Authentication (None)	COPIED	Sent: 3/15/2019 12:46:19 AM
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/15/2019 12:46:19 AM
Certified Delivered	Security Checked	3/15/2019 12:46:19 AM
Signing Complete	Security Checked	3/15/2019 12:46:19 AM
Completed	Security Checked	3/15/2019 12:46:19 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Fontana (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Fontana:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: ctejeda@fontana.org

To advise City of Fontana of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at ctejeda@fontana.org and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from City of Fontana

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to ctejeda@fontana.org and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Fontana

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to ctejeda@fontana.org and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERs):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none">•Allow per session cookies•Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify City of Fontana as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by City of Fontana during the course of my relationship with you.