

Exhibit A

<p style="text-align: center;">TITLE III PROGRAM EXHIBIT Title III C1 – Elderly Nutrition Program Site Management</p>

I. Definitions Specific to Title III Programs:

- A. **Program Requirements** is defined as Title III program requirements found in the Older Americans Act (OAA) [42 USC §3001-3058]; the Code of Federal Regulations (CFR) [45 CFR §1321]; the California Code of Regulations (CCR) [22 CCR §7000 et seq.]; California Department of Aging Program Memoranda; and California Retail Food Code (CRFC).
- B. **Title III C1 Congregate Nutrition Services** is defined as nutrition services for older individuals in a congregate setting. Services include meals, nutrition and health promotion education, health promotion programs, nutrition risk screening, and opportunities for socialization. Each meal shall provide one-third (1/3) of the Dietary Reference Intakes (DRI), and comply with the most current Dietary Guidelines for Americans. To be an eligible Title III C1 congregate nutrition site, the site must meet all of the following criteria:
1. Be open to the public [45 CFR §1321.53(b)(3)].
 2. Not means test [OAA §315(b)(3)].
 3. Provide participants the opportunity to make voluntary contributions and not deny service for not contributing to the cost of the service [OAA §315(b)(4)] [22 CCR §7638.9].
 4. Not receive funds from another source for the cost of the same meal, equipment, or services [2 CFR §200.403(f)].
- C. **Title III C2 Home-Delivered Nutrition Services** is defined as nutrition services provided to homebound older individuals including meals, nutrition and health promotion education, and nutrition risk screening. Each meal shall provide one-third (1/3) of the Dietary Reference Intakes (DRI), and comply with the most current Dietary Guidelines for Americans.

- D. **Eligible Service Population** is defined as individuals 60 years of age or older, with emphasis on those in economic and social need with particular attention to low income minority individuals, individuals with limited English proficiency, and older individuals residing in rural areas.
[OAA §305(a)(2)(E)] [22 CCR §§7125, 7127, 7130, 7135 and 7638.7].
- E. **Site Management** is defined as 1) oversight and responsibility for the day-to-day operations of an Elderly Nutrition Program nutrition site with respect to meals; 2) oversight of and responsibility for Elderly Nutrition Program staff and volunteers, including provision of required program training; 3) collection of required Elderly Nutrition Program data from program participants; 4) keeping records and preparing reports concerning meals ordered and served, nutrition volunteer hours, and donations; and 5) ensuring the Elderly Nutrition Program nutrition site meets all federal, state, and local regulations, including applicable licensing laws and ordinances related to food service operations and sanitation.
- F. **CRFC** means the California Retail Food Code, which is a uniform statewide health and sanitation standard for food facilities, found in Section 113700 et seq., California Health and Safety Code.
- G. **Urban**, for purposes of this Agreement, is defined as: 1) urbanized areas (a central place and its adjacent densely settled territories with a combined minimum population of 50,000; and 2) and incorporated place or a census designated place with 20,000 or more inhabitants. A rural area is any area that is not defined as urban.
- H. **Eligible Participant** is defined as:
1. Congregate Meals: Individuals eligible to receive a meal at a congregate nutrition site are:
 - a. Any older individual (sixty (60) years of age or older).
 - b. The spouse of any older individual.
 - c. A person with a disability, under age sixty (60) who resides in housing facilities occupied primarily by older individuals at which congregate nutrition services are provided.
 - d. A disabled individual who resides at home with and accompanies an older individual who participates in the program.

[22 CCR §7638.7(a)(1)-(4)]

2. Home-Delivered Meals: Individuals eligible to receive a home-delivered meal are:
 - a. Any older individual who is frail and homebound by reason of illness, disability, or isolation.
 - i. Frail means that an older individual is determined to be functionally impaired because the individual either:
 - 1) Is unable to perform at least two activities of daily living, including bathing, toileting, dressing, feeding, breathing, transferring, and mobility and associated tasks, without substantial human assistance, including verbal reminding, physical cueing, or supervision; [22 CCR §7119(a)] or
 - 2) Due to a cognitive or other mental impairment, requires substantial supervision because the older individual behaves in a manner that poses a serious health or safety hazard to the individual or to others. [22 CCR §7119(b)]
 - b. A spouse of an eligible individual as described in item H.2.a above, regardless of age or condition, if an assessment concludes that it is in the best interest of the homebound older individual. [22 CCR §7638.7(c)(2)]
 - c. An individual with a disability who resides at home with older individuals, if an assessment concludes that it is in the best interest of the homebound older individual who participates in the program. [22 CCR §7638.7(c)(3)]
 - d. Priority shall be given to eligible older individuals as described in item H.2.a. above.

[22 CCR §7638.7(c)]

3. Volunteer Meals

- a. The Contractor may offer a meal to a volunteer under age sixty (60) if doing so will not deprive an older individual of a meal. [22 CCR §7638.7(b)(1)]
- b. The Contractor shall develop and implement a written policy for providing and accounting for volunteer meals. [22 CCR §7638.7(b)(2)]

- I. **Current Meal Rate** is defined as the current vendor meal rate plus an additional amount established by the Fresno-Madera Area Agency on Aging (Agency on Aging) to recover costs associated with this process.

- J. **Eligible Meal** is defined as meals served to an eligible participant which provide one-third (1/3) of the Dietary Reference Intakes (DRI), and complies with the most current Dietary Guidelines for Americans.
- K. **Volunteer** means an individual who provides services without pay, but may receive reimbursement for expenses, and who has been provided with orientation and training in compliance with Title 22, CCR §7635.5.

II. **Scope of Work**

The service provider is charged with providing site management services to the “eligible service population” within the service provider’s area of influence as specified in Exhibit E, Item 2 of this Agreement.

A. Assurances

- 1. The service provider will comply with all the Program Requirements and those required under the California Retail Food Code (CRFC).
- 2. Meal Count Allocation
 - a. The service provider will be charged at the current established meal rate for all meals ordered in excess of the number of eligible meals served to the Eligible Participants within the Title III C program. Participant eligibility is as defined in Title 22, CCR, Article 5, §7638.7.
 - b. The service provider may, at the option of the Agency on Aging, be held financially responsible (at the current meal rate) for all meals ordered which exceed the annual allocation for that site. The Agency on Aging has the option to increase or decrease the meal target allocations to individual sites in the event of changes in available funding, or changes in average service levels at individual meal sites.
 - c. Only those meals that are served to an eligible participant which provide one-third (1/3) of the Dietary Reference Intakes (DRI), and comply with the most current Dietary Guidelines for Americans, are allowable and counted as meals served.
- 3. Site Management Responsibilities

In compliance with Title 22, CCR, Article 5, and the Agency on Aging Nutrition Policies and Procedure Manual, the service provider will:

- a. Assure accurate and timely completion of Client Intake forms, client rosters, daily meal sign-in sheets, Client Deactivation requests, and Nutrition Volunteer Summary reports for the Congregate and Home-Delivered Meals programs;
- b. Verify and order meal counts for Congregate (C1) and Home-Delivered (C2) meals no later than 12:00 noon the business day prior to the service day;
- c. Monitor daily meal service numbers to maintain total monthly meals ordered near or at allocation level stated in this Agreement (however, this is not to be construed that the service provider is precluded from serving above the allocation level by using donations or other sources of revenue to supplement the number of meals supported by this Agreement);
- d. Comply with all Title III C Program and CRFC requirements for client eligibility, and meal service safety and sanitation practices;
- e. Maintain separate and verifiable records of all program income and expenses for Congregate (C1) and Home-Delivered (C2) meals (all donations received from C1 clients must be expended on C1 costs, and all donations received from C2 clients must be expended on C2 costs);
- f. Assess new and continuing home-delivered meal clients for program eligibility. Reassessments of home-delivered meal clients are to be completed quarterly, alternating two in-home visits per year with two telephone reassessments;
- g. Assess new and continuing Congregate Meals clients for program eligibility. Congregate Meals client reassessments are to be conducted at least once during each fiscal year.
- h. Maintain client records in a safe and confidential manner;
- i. Recruit volunteers as needed to provide in-center services for the Congregate (C1) and Home-Delivered (C2) Meals programs, and provide orientation, training, and supervision. A minimum of four hours of training shall be provided annually for all volunteer food service staff, to include, at a minimum:
 - i) Food safety, prevention of foodborne illness, and Hazard Analysis and Critical Control Points (HACCP) principles.
 - ii) Accident prevention, instruction on fire safety, first aid,

choking, earthquake preparedness, and other emergency procedures.

- j. Identify and make known available services to eligible individuals through outreach efforts in their community;
- k. Attend Agency on Aging Site Management in-service training meetings as required;
- l. Comply with all Agency on Aging monthly memos and other Agency on Aging correspondence;
- m. Procure and maintain food service and cleaning supplies inventories;
- n. Post menus in a location easily seen by participants at each congregate meal site, and ensure menus are legible and easy to read in the language of the majority of the participants;
- o. Not preclude the service of a congregate meal to a participant who has failed to make a reservation, when food is available;
- p. Have a paid staff member, or volunteer, designated to be responsible for the day-to-day activities at each congregate meal site, and physically be on-site during the time that Elderly Nutrition Program activities are taking place;
- q. Have restrooms, lighting, and ventilation which meet the requirements of the CRFC;
- r. Include procedures for obtaining the views of Congregate Meals Program participants about the services received;
- s. Have equipment at congregate meal sites, including tables and chairs, that are sturdy and appropriate for older individuals. Tables shall be arranged to assure ease of access and encourage socialization;
- t. Provide a welcoming, pleasant dining environment for congregate meals that affords older adults an opportunity for socialization with their peers and enhancement of a healthy and enriching lifestyle; and
- u. Observe any physical or emotional changes in participants' conditions and report any cases of known or suspected elder abuse to Adult Protective Services.

III. Additional Assurances

- A. Facilities shall be properly maintained by the service provider with regards to repairs and maintenance, cleanliness, accessibility, etc.
- B. The service provider must submit the reports specific to this program as listed in Appendix E of this Agreement.
- C. All reports required by the Agency on Aging must be submitted by the due dates listed in Appendix E of this Agreement.
- D. The service provider shall have a plan to ensure accuracy of data from all levels. This plan shall include a method for the service provider to verify the accuracy of their data prior to submission to the Fresno-Madera Area Agency on Aging.

IV. Approved Holidays for Nutrition Sites

There are a total of nine recognized holidays (ten days) in which food service will not be provided by central kitchens to congregate meal sites and sites are assumed to be closed:

Independence Day	Monday, July 4, 2016
Labor Day	Monday, September 5, 2016
Veterans Day	Friday, November 11, 2016
Thanksgiving Holiday	Thursday, November 24, 2016 and Friday, November 25, 2016
Christmas Holiday	Monday, December 26, 2016
New Years Holiday	Monday, January 2, 2017
Martin Luther King Jr. Day	Monday, January 16, 2017
Presidents Day	Monday, February 20, 2017
Memorial Day	Monday, May 29, 2017

EXHIBIT B

**FRESNO - MADERA AGENCY ON AGING
PERSONNEL BUDGET DETAIL: FY 2016-2017**

CONTRACTING AGENCY:
PROGRAM:

City of Fresno
Site Management

CONTRACT NO: 17-0310
REVISION NO:

A. POSITION TITLE	B. FTE % (40 Hrs = 100%)	C. FULL ANNUAL SALARY	D. % OF TIME ON PROGRAM	E. FMAAA GRANT	F. PROGRAM DONATIONS	G. DONATIONS C-2	H. MATCHING FUNDS	I. NON-MATCHING FUNDS	J. TOTAL PERSONNEL COSTS
1. Community Rec Sup II	100.0%	64,992	25.00%	7,500	5,800			2,948	16,248
2. Community Rec Sup I	100.0%	54,888	75.00%	36,166	5,000				41,166
3. Recreation Specialist	100.0%	49,884	25.00%	7,471	5,000				12,471
4. Services Aide - Clerical	100.0%	33,280	25.00%	4,820	3,500				8,320
5. Site Monitor	50.0%	13,104	100.00%					13,104	13,104
6. Site Coordinator - Mosqueda	50.0%	10,660	100.00%					10,660	10,660
7. Site Coordinator - Mosqueda	50.0%	10,660	100.00%					10,660	10,660
8. Site Coordinator - Pinedale	50.0%	10,660	100.00%					10,660	10,660
9. Site Coordinator - TCW	50.0%	10,660	100.00%					10,660	10,660
10. Site Coordinator - TCW	50.0%	10,660	100.00%					10,660	10,660
Total Salaries				55,957	19,300			69,352	144,609
Total Payroll Taxes				2,798	965			3,320	7,083
Total Benefits				9,245	3,383			3,138	15,766
TOTAL PERSONNEL COSTS				68,000	23,648			75,810	167,458

NOTE: If there is more than one employee per position, list each separately. Use additional pages as necessary.

IN-KIND PERSONNEL COSTS	DESCRIPTION OF WORK PERFORMED	NUMBER OF VOLUNTEERS	AVE. ANNUAL HOURS PER VOLUNTEER	TOTAL ANNUAL HRS	RATE PER HOUR	TOTAL IN-KIND
	Serving meals, counting money, paperwork, cleaning tables, rolling silverware	53	81.00	4,293	\$ 10.00	42,930
	Serving meals, counting money, paperwork, cleaning tables, rolling silverware	53	81.00	4,293	\$ 10.50	45,077
						88,007

Exhibit B

**FRESNO - MADERA AREA AGENCY ON AGING
PROGRAM BUDGET BY INCOME SOURCE: FY 2016-2017**

CONTRACT NO: 17-0310
REVISION NO:

CONTRACTING AGENCY:
City of Fresno

Site Management

CATEGORY	A. FMAAA GRANT	B. PROGRAM DONATIONS	C. DONATIONS C-2	D. MATCHING FUNDS	E. NON- MATCHING FUNDS	F. TOTAL CASH	G. IN-KIND MATCH
1. SALARIES & BENEFITS							
a. Salaries	55,957	19,300			69,352	144,609	
b. Payroll Taxes	2,798	965			3,320	7,083	
c. Employee Benefits & Work. Comp.	9,245	3,383			3,138	15,766	
1. PERSONNEL COSTS	68,000	23,648			75,810	167,458	88,007
2. TRAVEL AND TRAINING							
a. Staff Travel							
b. Volunteer Travel							
c. Training							
2. TRAVEL AND TRAINING							
3. EQUIPMENT PURCHASE (*)							
4. CONSULTANTS							
5. MEALS							
6. PROGRAM/SITE SUPPLIES (**)							
7. OTHER COSTS:							
a. Liability Insurance							
b. Telephone							
c. Office Supplies							
d. Postage							
e. Building Rent							
f. Building Maintenance							
g. Equipment Maintenance							
h. Vehicle Maintenance							
i. Utilities							
j. Printing							
k. Memberships/Licenses							
l. Subscriptions/Publications							
m. Advertising							
n.							
o.							
7. OTHER COSTS:							
TOTAL DIRECT COSTS	68,000	23,648			75,810	167,458	88,007
8. INDIRECT COSTS (Attach narrative)							
TOTAL COSTS	68,000	23,648			75,810	167,458	88,007

* List all proposed equipment purchases on page 4. (Equipment is an asset with a per item purchase price in excess of \$500 including taxes, shipping and installation)

** List all proposed purchases on page 4 of **single or individual** items with a cost in excess of \$100 including taxes, shipping and installation.

Title III B / Title III C / Title III D / Title VII
Exhibit B
FRESNO - MADERA AREA AGENCY ON AGING
SCHEDULE OF FUNDING SOURCES: FY 2016-2017

CONTRACTING AGENCY: _____ CONTRACT NO: 17-0310
 PROGRAM: _____ REVISION NO: _____
 City of Fresno
 Site Management

	PROGRAM	
	B. CASH	C. IN-KIND
1. FMAAA Grant	68,000	
2. Program Donations:		
Current Year Program Donations	23,648	
Deferred Donations		
3. Home-Delivered Nutrition (C-2) Donations:		
Current Year Home-Delivered Nutrition (C-2) Donations		
Deferred Home-Delivered Nutrition (C-2) Donations		
4. Matching Funds - Cash & In-Kind (List Source):		
a. Volunteers		88,007
b.		
c.		
d.		
5. Non-Matching Funds [Federal Funds/Other Program Match] - Cash & In-Kind (List Source):		
a. CDBG Grant	72,862	
b. General Fund	2,948	
c.		
6. TOTAL FUNDING		
<i>(These totals must agree with the totals shown at the bottom of Page 2 column F and G)</i>	167,458	88,007
Total from Page 2, Columns F and G	167,458	88,007
Variance (must be zero)	0	0

Exhibit C

ANNUAL SUMMARY OF ACTIVITIES

PROGRAM:	Elderly Nutrition Program Site Management
SERVICE PROVIDER:	City of Fresno
CONTRACT NUMBER:	17-0310
SITES:	Six Sites in City of Fresno (See List Below)
CONTRACT EFFECTIVE:	July 1, 2016 to June 30, 2017

GOAL: The goal of the Elderly Nutrition Program is to reduce hunger and food insecurity; promote health and well-being; promote socialization; and delay adverse health conditions of older individuals.

DEFINITION: **Site Management** is defined as 1) oversight and responsibility for the day-to-day operations of an Elderly Nutrition Program nutrition site with respect to meals; 2) oversight of and responsibility for Elderly Nutrition Program staff and volunteers, including provision of required program training; 3) collection of required Elderly Nutrition Program data from program participants; 4) keeping records and preparing reports concerning meals ordered and served, nutrition volunteer hours, and donations; and 5) ensuring the Elderly Nutrition Program nutrition site meets all federal, state, and local regulations, including applicable licensing laws and ordinances related to food service operations and sanitation.

Congregate Meal Sites
Lafayette Neighborhood Center
Mary Ella Brown Community Center
Mosqueda Community Center
Pinedale Community Center
Senior Citizens Village
Ted C. Wills Community Center

Meals are subject to allocation and reallocation at any time by the Agency on Aging based upon available funding and nutrition program participation. When allocations are imposed, any meals allocated but not served revert to the Agency on Aging for reallocation.

Exhibit D

PROGRAM COST EFFICIENCY

Not Applicable -
Elderly Nutrition Program Site Management Contract

Exhibit E Program Narrative

1. AGENCY'S HISTORY OF SERVICE TO OLDER ADULTS

City of Fresno	1885
Organization Name	Year Established

Type of Organization (Check One)	
<input checked="" type="checkbox"/>	City Government
<input type="checkbox"/>	County Government
<input type="checkbox"/>	Joint Powers Authority (JPA)
	Non-Profit 501(c)(3)
	For-Profit
	Other: _____

List programs/services your organization provides for older adults, and the number of years your organization has provided the program/service.	
Program/Service	# of Years
Congregate Nutrition Program	22

2. SERVICE AREA

Where will the contracted program be provided?		
Street Address	City	Zip Code
Lafayette Neighborhood Center 1516 E Princeton Ave	Fresno	93704
Mary Ella Brown Community Center 1350 E Annadale Ave	Fresno	93706
Mosqueda Community Center 4670 E Butler Ave	Fresno	93702
Pinedale Community Center 7170 N San Pablo Ave	Fresno	93650
Senior Citizens Village 1917 S Chestnut Ave	Fresno	93702
Ted C. Wills Community Center 770 N San Pablo Ave	Fresno	93728

Exhibit E Program Narrative

3. LANGUAGE TRANSLATION NEEDS & PROVISIONS

	Enter an "X" in the boxes below to indicate who speaks the language listed to the left.		
	Program Participants	Program Staff	Program Volunteers
English	X	X	X
Spanish	X	X	X
Hmong	X	X	X
Arabic			
Armenian	X		
Cantonese			
Farsi (Persian)			
Filipino (Pilipino/Tagalog)	X		
Hindi			
Japanese			
Khmer (Cambodian)	X		
Khmu			
Korean			
Lao	X		
Mandarin (Putonghua)			
Mien (Yao)			
Mixteco			
Portuguese			
Punjabi			
Russian	X		
Thai			
Ukrainian			
Urdu			
Vietnamese	X		
Other: _____			

Exhibit E Program Narrative

What resources does your organization use, or have available to use, when interpretation is needed for a program participant?

Staff and volunteers fluent in respective language will translate or interpret documents, pamphlets, menus, presentations, daily activities and assist individuals with filling our forms

How does your organization provide the contracted service to individuals who speak a language that is not spoken by program staff or volunteers?

Assistance/translation can be obtained from the following agencies/organizations: Fresno Center for New Americans, FIRM, Fresno Metro Ministries, PARCS staff and local non profits.

4. CONFIDENTIALITY PROCEDURES

How does your organization protect the confidentiality of the program participant during verbal discussions? *(For example, asking the program participant for their date of birth, phone number, and any other information that identifies the individual and is needed to complete the client intake form)*

Participant interviews are conducted in private and remain confidential.

How does your organization protect confidential information obtained from program participants, such as client intake forms, from disclosure?

Nutrition program records, including client intake forms, client reassessments and program reports are filed and kept in locked file drawers, cabinet and/or behind a locked door.

Exhibit E Program Narrative

Contracted Program:	Title III C Nutrition Site Management
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5. PROGRAM DESCRIPTION

Provide a brief description of how your organization provides the contracted program.
The city of Fresno provides congregate nutrition site management at six (6) safe locations, offering a nutritious meal, social activities, educational presentations and resources to maintain and improve the physical and social being of older adults.

What was the primary accomplishment achieved by the contracted program in the past year?
Increasing participation by expanding center activities available to seniors and bringing in speakers to present informational seminars.

Please describe another accomplishment achieved by the contracted program in the past year.
Spring Fling – brought seniors from all over Fresno to receive information that would enhance their lives.

6. CASE STUDY

Briefly describe how the contracted program successfully met the needs of a program participant in the past year. Do not use real names.
A single male has been attending one of the meal sites since 2008. He has been diagnosed with the beginning of alzheimers but has told his children he wants to continue coming to the center. He has friends that he can visit with and he plays cards with them each day. The family loves that he is still active and believes that the stimulation of coming to the center and visiting and playing cards has kept him from declining.

Exhibit E Program Narrative

7. STAFFING

Please provide the names and titles of all staff listed in the Personnel section of the contract budget (Exhibit B).

Name	Title
Shaun Schaefer	Community Recreation Supvr II
Rich Rodriguez	Community Recreation Supvr I
Eddie Ybarra	Recreation Supervisor
Dana Liberty	Services Aide – Clerical
Bonnie Audas	Site Monitor
Eola Melancon	Site Coordinator – TCW
Lydia Fierro	Site Coordinator – TCW
Lischa Hinojosa	Site Coordinator – Pinedale
Pattie Mahoney	Site Coordinator – Mosqueda
Karen Gill	Site Coordinator - Mosqueda

***Please provide the name and contact information for the person who has primary, hands-on involvement and oversight of the day-to-day operations of the contracted program.**

Shaun Schaefer	Community Recreation Supvr II
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Name

Title

(559) 621-2910	Shaun.Schaefer@Fresno.gov
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Telephone Number

E-mail Address

➔ ***Attach the following documents to the “Documents Required to Execute Contract” checklist:**

- The **job description** for this position;
- The **resume** for the person occupying this position.

COMMUNITY RECREATION SUPERVISOR II

Class Definition

Under direction, supervises the day-to-day activities of one or more community centers or City-wide or District-wide community service or recreational programs.

Distinguishing Characteristics

Community Recreation Supervisor II is a specialized, supervisory class in the Parks, Recreation, and Community Services Department. Incumbents supervise the day-to-day activities of one or more community centers or the social, recreational, cultural, senior citizens, therapeutic, and/or physical development programs provided to the community. These programs include civic/cultural arts, sports, after school recreation, counseling and/or workshops for youth, adults, and senior citizens. Incumbents are also given considerable latitude in accomplishing assignments. This class is distinguished from Community Recreation Supervisor I in that incumbents of the latter supervise the day-to-day activities of community centers, neighborhood parks, neighborhood centers, or a segment of the community service or recreational programs within established guidelines and procedures.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Plans, implements and evaluates community service programs.

Consults with administrative staff, school principals and various school officials regarding the provision of facilities, personnel, and programs utilizing school facilities.

Makes inspections of recreational facilities; reviews operating activity records and reports.

Evaluates programs to ascertain efficiency and effectiveness of personnel assigned and type of in-service training required; advises and instructs personnel on methods and techniques for improving programs.

Studies and makes recommendations on equipment and materials needed for various playgrounds, centers, pools and their programs.

Makes presentations before clubs and organizations regarding community service programs; assists organizations and civic groups in utilization of the programs and facilities offered by the City.

Orients, trains, assigns and evaluates subordinates.

Reviews programs with neighborhood councils and private agencies.

Acts as liaison between the division and various boards and commissions, and a variety of public and private agencies in co-sponsored programs.

Supervises and coordinates the activities and operations of a large community center or several smaller centers.

Prepares correspondence, informational statements, reports, and budget requests on the operations of a Community Center and/or program activities.

Supervises the collection and analysis of programmatic data and preparation of staff reports.

Issues permits for use of sports fields and tennis courts and secures permits for use of school facilities.

Assigns sports officials to league games and keeps records of leagues.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the principles, practices, procedures, and techniques employed in public recreation programs.

Knowledge of the purposes of clubs, centers or other units established to meet the leisure time and recreational needs of community groups including children, adults and senior citizens.

Knowledge of the methods involved in organizing, conducting and supervising recreation activities.

Knowledge of the facilities and equipment needed in a broad recreation program.

Knowledge of the principles of municipal administration and budgeting, and federal and state grant program rules and regulations.

Knowledge of first aid methods and safety precautions used in recreation work.

Ability to understand the various community social conditions throughout the City to determine special recreation needs.

Ability to train and supervise the personnel required to execute the authorized recreational programs.

Ability to establish and maintain effective working relationships.

Ability to speak and write clearly and concisely.

Ability to establish and maintain effective operating records and reports.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in recreation, education, physical education, public administration, or related field; and two years of experience similar to that gained as a Community Recreation Supervisor I with the City of Fresno. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

SHAUN R. SCHAEFER, MA

Shaun.Schaefer@fresno.gov

37101 Avenue 12 ¼ • Madera, California 93638 • (559) 696-7899

~ General Business Management – Leadership and Organizational Development ~

Results – oriented leader with over 25 year portfolio of successful programming, strategic marketing, project development, direction and management; innovative thinker driving community partnerships and customer return on investments to increase contracts, enhance performance, and increase revenue and participation in order to achieve maximum utilization of facilities, resources and staff; community team builder with sound budgetary management and fiscal accountability.

Expertise Includes:

- Strategic Project Leadership
 - Entrepreneurial Contract Service Development
 - Cross-Functional Team Leadership
 - Customer Service Assessments & Campaigns
 - Grant Acquisition & Fundraising
 - Creative Outreach Strategies
 - Marketing & Communications
 - Budget Building & Administration
 - Corporate, Non-Profit & Foundation Relations
 - Government & Media Relations
 - External, Internal & Community Relations
 - Stakeholder Relations
-

PROFESSIONAL EXPERIENCE

CITY OF FRESNO, PARCS DEPARTMENT, Fresno, CA

1985 – Present

Community Recreation Supervisor II

2010 – Present

- PARCS Mayoral Initiative Campaign of Adopt-a-Park and Go Green and Clean will eclipse \$1,000,000 (current value \$927,813) of community service work value by 16,012 volunteers in early 2014 with 60,326 of volunteer hours to supplement and enhance PARCS Planned Maintenance and Public Works Landscape Maintenance Service.
- Managed Division and staff through unprecedented organizational downsizing while maintaining and in some cases increasing service levels.
- Directed stakeholder meetings with Pinedale Community Association, Hinton Multi-Cultural Community Center Board, Chicano Youth Center, Leadership Fresno, Church of Latter Day Saints, and Reading and Beyond to educate and garner partnership support for service and events.
- Crafted and provided unique annual events of “Mosqueda Carnaval and Mosqueda Idol” at the Mosqueda Community Center (Council District 5). The events boosted community support, service awareness and appreciation for PARCS services and brand.
- PARCS Lead for FUN and has managed fundraisers (Annual Charity Golf Tournaments) to over \$100,000 of net proceeds which have sent thousands of inner-city youth to summer camps since 2006 and generated over \$1,000,000 of grants, fundraising and donations.
- In 2013 assisted in acquisition of \$60,000 community grant from Kaiser Permanente that enabled PARCS to open up four (4) closed learner pools for the summer aquatics program.
- In 2013 assisted in the opening of the California & Elm Community Center/Gynasium by developing the relationship, business plan and contract with lead community based organization lead – Leadership 1st, Boise, Idaho.

- Rebranded contracted services programs to solidify service to vendors and created overhead charge to recoup staff for direct service time.

Recreation Manger, Community Services Division**2007 – 2010**

Responsible for Community Services Division and providing exemplary service, capital improvement and management in the areas of Senior Hot Meals, local area school district contracted services (Elementary Spark Physical Fitness Community Science, Life and Enviromental Science Program, High School Youth Job Prep Program (YJPP), Summer Aquatics Program, Community Center Reservations, Volunteer and Work Experience Programs, Neighborhood Park Services at Mosqueda Community Center and Granny's Science Center, Community Special Events, Community Based Organization (CBO) Management at Dickey Youth Development Center, Dog Parks, Department Special Projects and PARCS 501(c)3 non-profit Fresno United Neighborhoods (FUN).

- Working Fresno County, City of Fresno Human Resources and Personnel Department and the United States Economic Stimulus Program, acquired funding to stave off layoffs for over a hundred City of Fresno workers and continue services.
- In 2008 assisted in the opening of the Dickey Youth Development Center and fostered partnerships with stakeholders, the Chicano Youth Center and the community; building developed into a tremendous community asset.
- In conjunction with Department Director handled media and public appearances to educate and inform public with television, radio, print media and public meetings.
- Transformed in 2009 the discontinued After School Recreation Enrichment Program (ASR) with Fresno Unified School District (FUSD) and changed services to physical fitness and nutrition program (SPARK); program is core piece of FUSD elementary after school program, fiscally sustainable and thriving.
- Awarded 2009 'Achievement Award' for the Youth Job Prep Program (Fresno BEST) by the California Parks and Recreation Society (CPRS).
- Awarded 2010 'Bright Idea Award' from the Harvard University School of Business for the Youth Job Prep Program.
- Ignited working relationships with Fresno State University, Fresno Pacific University, Fresno City College, Fresno Unified School District and Fresno County to create opportunities for youth, volunteerism services, education and employment (current and future).

Community Recreation Supervisor II**2005 – 2007**

Served as lead for direct service programming in the Community Services Division under the lead of the Division Manager; supervised a team of six (6) supervisors and community coordinators. Built Mayoral Initiative High School Job Skills Development Program Fresno BEST and expanded it to provide service to all FUSD High Schools. Implemented Mayor Technology Access Initiative of Fresno Connect which provided computer access and programming at PARCS Community Centers and Neighborhood Parks. Implemented Mayoral Initiative to provide employment opportunities to Fresno citizens with the Mayor's Job Initiative (MJI). Evaluated programs to ascertain efficiency and effectiveness of resources, outcomes and staff.

Utlimately, promoted to Community Services Division Manager for the PARCS Department.

Exhibit E Program Narrative

8. SERVICE PROVIDER TIME FRAME

What days and hours will the Nutrition Site Management program be available? *(Please note that these are not necessarily the same hours your organization/facility is open.)*

Site	Days Open	Start Time	Close Time
Lafayette	M-T-W-Th-F	10:00 AM	1:00 PM
Mary Ella Brown	M-T-W-Th-F	10:00 AM	1:00 PM
Mosqueda	M-T-W-Th-F	9:00 AM	1:00 PM
Pinedale	M-T-W-Th-F	9:00 AM	1:00 PM
Senior Citizens Village	M-T-W-Th-F	10:00 AM	1:00 PM
Ted C. Wills	M-T-W-Th-F	9:00 AM	1:00 PM

Month	Enter Dates of Holidays & Other Planned Closures	Total Days Service to be Provided
July 2016	7/4/16	20
August 2016		23
September 2016	9/5/16	21
October 2016		21
November 2016	11/11/16; 11/24/16; 11/25/16	19
December 2016	12/26/16	21
January 2017	1/2/17; 1/16/17	20
February 2017	2/20/17	19
March 2017		23
April 2017		20
May 2017	5/29/17	22
June 2017		22
Total Days of Contracted Service to be Provided under this Agreement:		251

Exhibit E Program Narrative

9. PROGRAM EVALUATION/IMPROVEMENT

In reviewing the past year's performance, identify areas that your organization could focus on for improvement of the contracted program.

The city provides on-going training of SHM program staff to provide a better experience at the meal sites. We have several organizations that make presentations to the participants on living a healthy life and ways to eat healthier.

How would participants of the contracted program benefit from these improvements?

Our goal is to provide to our participants a better quality of life by having one nutritious meal daily to supplement their other meals. We also provide activities for the participants such as exercise and mental activities.

Describe the specific steps your organization will take to make these improvements during the current fiscal year.

The city continues to make outreach efforts to the surrounding communities, and will provide a survey to get feedback on the center, the food and the services offered.

Describe how you will know if your improvement efforts are successful, and how you will measure your achievements.

The site monitor visits the sites a minimum of twice monthly to check on the level of service and to sit with participants and talk with them regarding participant satisfaction.

Exhibit E Program Narrative

10. OUTREACH ACTIVITIES/TARGETING PLAN (22 CCR § 7310, WIC § 9103)

Targeted Group of Older Individuals	How will the Targeted Group be informed of the contracted program & encouraged to participate?	Month(s) Scheduled
Reside in rural areas	Will target faith based organizations around the Mary Ella Brown Center, and will contact businesses and schools with information about the center.	November & April
Greatest economic need <i>(Income level at or below the federal poverty line)</i>	Provide information on SHM program to seniors, their children and/or caregivers at the September Carnival at Mosqueda, at the October Kids Fest @Holmes Playground, the Spring Fling in May at Mosqueda.	September October May
Greatest social need <i>(Need caused by non-economic factors)</i>	Promote the SHM program to older adults who have lost a love one by inviting them to the center for companionship and a hot meal.	November
Native Americans	SHM staff with target Tribal TANF in order to reach older Native Americans. A presentation and flyer handout will be given at the Board/Charter meeting.	January
Minorities with greatest economic and/or social need	Provide a discussion seminar regarding program essential and opportunities that exist for older adults.	March
Limited English proficiency	Flyers in both English and Hmong will be given to FIRM, and flyers in English and Spanish will be given to Central La Familia and local faith based organizations.	January Thru June
Severe disabilities <i>(Severe, chronic physical and/or mental impairment that is likely to continue indefinitely & results in substantial functional limitation in 3 or more major life activities)</i>	Contact Valley Caregiver Resource Center and Resources for Independence, Central Valley to get information about SHM program to seniors.	February
Alzheimer's disease or related disorders with neurological & organic brain disfunction (and the caregivers of these individuals)	Will contact Valley Caregiver Resource Center to get information about SHM to program individuals.	May
Lesbian, gay, bisexual, or transgender	Make a presentation to the Gay Fresno quarterly meeting with SHM program information.	November

Exhibit F

Service Provider Emergency Resource Information

Please complete for each location from which contracted services are offered.

Organization	CITY OF FRESNO
Site Name	TED C. WILLS
Street Address	770 N. SAN PABLO AVE.
City/ST/Zip	FRESNO, CA 93728

Primary Contact	SHAUN SCHAEFER		
Job Title	COMMUNITY REC SUP II	E-mail	SHAUN.SCHAEFER@FRESNO.GOV
Office Phone	559 621-2910	Cell Phone	559 696-7899

Secondary Contact:	RICH RODRIGUEZ		
Job Title	COMMUNITY REC SUP I	E-mail	RICARDO.RODRIGUEZ@FRESNO.GOV
Office Phone	559 621-6622	Cell Phone	559 246-9628

Please check all emergency services that could be provided from this site:			
<input type="checkbox"/>	Emergency Power/Generator	<input type="checkbox"/>	CB Radio
<input checked="" type="checkbox"/>	Emergency First Aid	<input type="checkbox"/>	Ham Radio
<input checked="" type="checkbox"/>	Cooking Facilities	<input checked="" type="checkbox"/>	Internet Access
<input checked="" type="checkbox"/>	Distribution Site for Food & Water	<input type="checkbox"/>	Spanish Translation
<input type="checkbox"/>	Counseling Services	<input type="checkbox"/>	Sign Language Translation
<input type="checkbox"/>	Home/Neighborhood Cleanup	<input type="checkbox"/>	Other Translation:

	Yes	No
Can this site provide temporary shelter space for 48 hours or more in the event of an emergency?	X	
Is this site able to help with assessing the needs of older individuals in the neighborhood or community following a disaster?	X	
Following a major disaster, can this site help transport older individuals to disaster services?		X
Does this site have a dedicated vehicle that is lift-equipped?		X
Given the resources, can this site expand meal services following a disaster to meet needs in the community?	X	

How many people can this facility provide emergency shelter for?	531
How many days can this facility function using its back-up power source?	0
How many gallons of water are stored on-site as an emergency supply?	NONE

Please list any additional services your site can provide in the event of a disaster: UNKNOWN

Exhibit F

Service Provider Emergency Resource Information

Please complete for each location from which contracted services are offered.

Organization	CITY OF FRESNO
Site Name	SENIOR CITIZENS VILLAGE
Street Address	1917 S. CHESTNUT AVE.
City/ST/Zip	FRESNO, CA 93702

Primary Contact	SHAUN SCHAEFER		
Job Title	COMMUNITY REC SUP II	E-mail	SHAUN.SCHAEFER@FRESNO.GOV
Office Phone	559 621-2910	Cell Phone	559 696-7899

Secondary Contact:	RICH RODRIGUEZ		
Job Title	COMMUNITY REC SUP I	E-mail	RICARDO.RODRIGUEZ@FRESNO.GOV
Office Phone	559 621-6622	Cell Phone	559 246-9628

Please check all emergency services that could be provided from this site:			
<input checked="" type="checkbox"/>	Emergency Power/Generator	<input type="checkbox"/>	CB Radio
<input checked="" type="checkbox"/>	Emergency First Aid	<input type="checkbox"/>	Ham Radio
<input checked="" type="checkbox"/>	Cooking Facilities	<input type="checkbox"/>	Internet Access
<input checked="" type="checkbox"/>	Distribution Site for Food & Water	<input type="checkbox"/>	Spanish Translation
<input type="checkbox"/>	Counseling Services	<input type="checkbox"/>	Sign Language Translation
<input type="checkbox"/>	Home/Neighborhood Cleanup	<input type="checkbox"/>	Other Translation:

	Yes	No
Can this site provide temporary shelter space for 48 hours or more in the event of an emergency?		X
Is this site able to help with assessing the needs of older individuals in the neighborhood or community following a disaster?		X
Following a major disaster, can this site help transport older individuals to disaster services?		X
Does this site have a dedicated vehicle that is lift-equipped?		X
Given the resources, can this site expand meal services following a disaster to meet needs in the community?	X	

How many people can this facility provide emergency shelter for?	175
How many days can this facility function using its back-up power source?	0
How many gallons of water are stored on-site as an emergency supply?	NONE

Please list any additional services your site can provide in the event of a disaster: UNKNOWN

Exhibit F

Service Provider Emergency Resource Information

Please complete for each location from which contracted services are offered.

Organization	CITY OF FRESNO
Site Name	PINEDALE
Street Address	7170 N. SAN PABLO
City/ST/Zip	FRESNO, CA 93650

Primary Contact	SHAUN SCHAEFER		
Job Title	COMMUNITY REC SUP II	E-mail	SHAUN.SCHAEFER@FRESNO.GOV
Office Phone	559 621-2910	Cell Phone	559 696-7899

Secondary Contact:	RICH RODRIGUEZ		
Job Title	COMMUNITY REC SUP I	E-mail	RICARDO.RODRIGUEZ@FRESNO.GOV
Office Phone	559 621-6622	Cell Phone	559 246-9628

Please check all emergency services that could be provided from this site:			
<input type="checkbox"/>	Emergency Power/Generator	<input type="checkbox"/>	CB Radio
<input checked="" type="checkbox"/>	Emergency First Aid	<input type="checkbox"/>	Ham Radio
<input checked="" type="checkbox"/>	Cooking Facilities	<input type="checkbox"/>	Internet Access
<input checked="" type="checkbox"/>	Distribution Site for Food & Water	<input type="checkbox"/>	Spanish Translation
<input type="checkbox"/>	Counseling Services	<input type="checkbox"/>	Sign Language Translation
<input type="checkbox"/>	Home/Neighborhood Cleanup	<input type="checkbox"/>	Other Translation:

	Yes	No
Can this site provide temporary shelter space for 48 hours or more in the event of an emergency?	X	
Is this site able to help with assessing the needs of older individuals in the neighborhood or community following a disaster?	X	
Following a major disaster, can this site help transport older individuals to disaster services?		X
Does this site have a dedicated vehicle that is lift-equipped?		X
Given the resources, can this site expand meal services following a disaster to meet needs in the community?	X	

How many people can this facility provide emergency shelter for?	252
How many days can this facility function using its back-up power source?	0
How many gallons of water are stored on-site as an emergency supply?	NONE

Please list any additional services your site can provide in the event of a disaster: UNKNOWN

Exhibit F

Service Provider Emergency Resource Information

Please complete for each location from which contracted services are offered.

Organization	CITY OF FRESNO
Site Name	MOSQUEDA
Street Address	4670 E. BUTLER AVE.
City/ST/Zip	FRESNO, CA 93702

Primary Contact	SHAUN SCHAEFER		
Job Title	COMMUNITY REC SUP II	E-mail	SHAUN.SCHAEFER@FRESNO.GOV
Office Phone	559 621-2910	Cell Phone	559 696-7899

Secondary Contact:	RICH RODRIGUEZ		
Job Title	COMMUNITY REC SUP I	E-mail	RICARDO.RODRIGUEZ@FRESNO.GOV
Office Phone	559 621-6622	Cell Phone	559 246-9628

Please check all emergency services that could be provided from this site:			
<input type="checkbox"/>	Emergency Power/Generator	<input type="checkbox"/>	CB Radio
<input checked="" type="checkbox"/>	Emergency First Aid	<input type="checkbox"/>	Ham Radio
<input checked="" type="checkbox"/>	Cooking Facilities	<input checked="" type="checkbox"/>	Internet Access
<input checked="" type="checkbox"/>	Distribution Site for Food & Water	<input type="checkbox"/>	Spanish Translation
<input type="checkbox"/>	Counseling Services	<input type="checkbox"/>	Sign Language Translation
<input type="checkbox"/>	Home/Neighborhood Cleanup	<input type="checkbox"/>	Other Translation:

	Yes	No
Can this site provide temporary shelter space for 48 hours or more in the event of an emergency?	X	
Is this site able to help with assessing the needs of older individuals in the neighborhood or community following a disaster?	X	
Following a major disaster, can this site help transport older individuals to disaster services?		X
Does this site have a dedicated vehicle that is lift-equipped?		X
Given the resources, can this site expand meal services following a disaster to meet needs in the community?	X	

How many people can this facility provide emergency shelter for?	234
How many days can this facility function using its back-up power source?	0
How many gallons of water are stored on-site as an emergency supply?	NONE

Please list any additional services your site can provide in the event of a disaster: UNKNOWN

Exhibit F

Service Provider Emergency Resource Information

Please complete for each location from which contracted services are offered.

Organization	CITY OF FRESNO
Site Name	MARY ELLA BROWN
Street Address	1350 E. ANNADALE.
City/ST/Zip	FRESNO, CA 93706

Primary Contact	SHAUN SCHAEFER		
Job Title	COMMUNITY REC SUP II	E-mail	SHAUN.SCHAEFER@FRESNO.GOV
Office Phone	559 621-2910	Cell Phone	559 696-7899

Secondary Contact:	RICH RODRIGUEZ		
Job Title	COMMUNITY REC SUP I	E-mail	RICARDO.RODRIGUEZ@FRESNO.GOV
Office Phone	559 621-6622	Cell Phone	559 246-9628

Please check all emergency services that could be provided from this site:			
<input type="checkbox"/>	Emergency Power/Generator	<input type="checkbox"/>	CB Radio
X	Emergency First Aid	<input type="checkbox"/>	Ham Radio
<input type="checkbox"/>	Cooking Facilities	<input type="checkbox"/>	Internet Access
X	Distribution Site for Food & Water	<input type="checkbox"/>	Spanish Translation
<input type="checkbox"/>	Counseling Services	<input type="checkbox"/>	Sign Language Translation
<input type="checkbox"/>	Home/Neighborhood Cleanup	<input type="checkbox"/>	Other Translation:

	Yes	No
Can this site provide temporary shelter space for 48 hours or more in the event of an emergency?		X
Is this site able to help with assessing the needs of older individuals in the neighborhood or community following a disaster?		X
Following a major disaster, can this site help transport older individuals to disaster services?		X
Does this site have a dedicated vehicle that is lift-equipped?		X
Given the resources, can this site expand meal services following a disaster to meet needs in the community?	X	

How many people can this facility provide emergency shelter for?	165
How many days can this facility function using its back-up power source?	0
How many gallons of water are stored on-site as an emergency supply?	NONE

Please list any additional services your site can provide in the event of a disaster: UNKNOWN

Exhibit F

Service Provider Emergency Resource Information

Please complete for each location from which contracted services are offered.

Organization	CITY OF FRESNO
Site Name	LAFAYETTE
Street Address	1516 E. PRINCETON AVE.
City/ST/Zip	FRESNO, CA 93704

Primary Contact	SHAUN SCHAEFER		
Job Title	COMMUNITY REC SUP II	E-mail	SHAUN.SCHAEFER@FRESNO.GOV
Office Phone	559 621-2910	Cell Phone	559 696-7899

Secondary Contact:	RICH RODRIGUEZ		
Job Title	COMMUNITY REC SUP I	E-mail	RICARDO.RODRIGUEZ@FRESNO.GOV
Office Phone	559 621-6622	Cell Phone	559 246-9628

Please check all emergency services that could be provided from this site:			
<input type="checkbox"/>	Emergency Power/Generator	<input type="checkbox"/>	CB Radio
<input checked="" type="checkbox"/>	Emergency First Aid	<input type="checkbox"/>	Ham Radio
<input checked="" type="checkbox"/>	Cooking Facilities	<input type="checkbox"/>	Internet Access
<input checked="" type="checkbox"/>	Distribution Site for Food & Water	<input type="checkbox"/>	Spanish Translation
<input type="checkbox"/>	Counseling Services	<input type="checkbox"/>	Sign Language Translation
<input type="checkbox"/>	Home/Neighborhood Cleanup	<input type="checkbox"/>	Other Translation:

	Yes	No
Can this site provide temporary shelter space for 48 hours or more in the event of an emergency?		X
Is this site able to help with assessing the needs of older individuals in the neighborhood or community following a disaster?		X
Following a major disaster, can this site help transport older individuals to disaster services?		X
Does this site have a dedicated vehicle that is lift-equipped?		X
Given the resources, can this site expand meal services following a disaster to meet needs in the community?	X	

How many people can this facility provide emergency shelter for?	60
How many days can this facility function using its back-up power source?	0
How many gallons of water are stored on-site as an emergency supply?	NONE

Please list any additional services your site can provide in the event of a disaster: UNKNOWN

City of Fresno

Parks, After School, Recreation and Community Services Department
Senior Hot meals and Recreation Program (SHM)

Manuel Mollinedo

PARCS Director

Shaun Schaefer

Community Recreation Supervisor II

Ricardo Rodriguez

Community Recreation Supervisor I

Eddie Ybarra

Recreation Specialist

Site
Monitor

7
FMAAA
Site Coordinators

Clerical
Services Aide

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Email FAX (559) 621-7896

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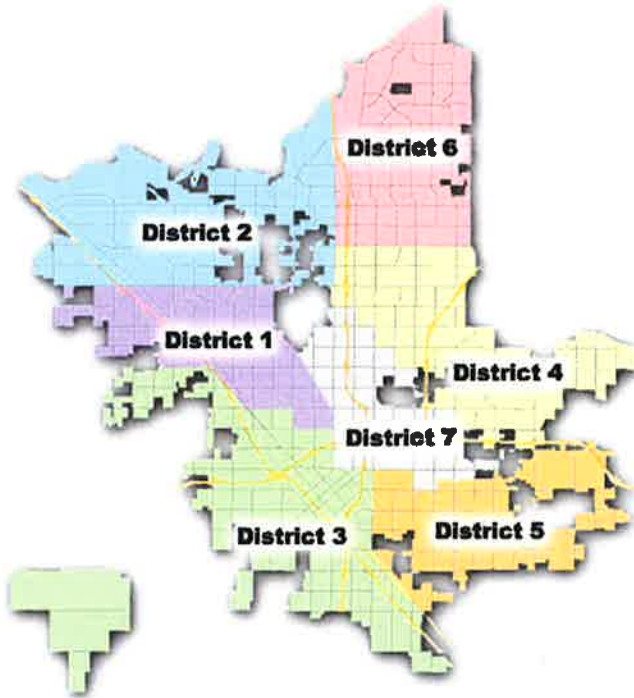
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