

City of Menifee Community Services Department Organizational Chart

UPDATED: 1/15/2018



**Community Services
Director
Jon Nicks**

- Parks, Recreation, and Trails Commission
- Agreements/Contracts
- CIP/Master Planning
- Council Staff Reports
- Department Budget
- Landscape and Park Plan Check/Review
- Youth Advisory Committee
- Senior Advisory Committee
- DA's/Conditioning Parks and Trails
- Quimby, Mitigation, DIF

Recreation

Administration

Maintenance

**CS Supervisor
J. Hendrix**

**Management Analyst
B. Reyes**

**Park/Landscape
Maint.
Superintendent
J. Solano**

- Landscape and Park Plan Check/Review
- Master Plan Compliance
- Park Development and Maintenance Standards
- Park Construction Inspection
- Maintenance Contracts Administration
- CIP Projects Management

**Park Ranger
B. Samson**

**Park Ranger
C. Terrell**

**Office Specialist II
Celina Chavez**

- Department Budget
- ActiveNet Administration
- Accounts Receivable
- Accounts Payable
- Agreements/Contracts
- PRTC Clerk
- Department Web Master
- Grants Administration

- Special Event Applications
- Customer Service
- Admin/Clerical Support
- Over-the-Counter Registrations and Reservations
- Shelter Rentals

**Park/Landscape
Maint.
Supervisor
B. Howell**

9 Parks
CFD, CSA, LLMD
Median and ROWs
Trails
Open Space

Facility Maint:
2 Rec Centers
1 HQ Office
1 Community Annex

- Landscape Maintenance Inspection
- ROW/Median Maintenance Inspection
- Restroom and Site Amenities Repair
- Playground Equipment Inspection and Repair
- Special Park and Landscape Improvement Projects
- Emergency Maintenance Call Out
- Community Beautification Events
- Building and Equipment Repair
- Graffiti Abatement (PW Partnership)
- Irrigation Inspection/Repair
- Turf Renovation
- Replanting

**Landscape/Park
Maintenance
Contracts**

- Mow and Blow
- Weed Abatement
- Pest Control
- Restroom Janitorial
- Trash pickup
- Tree and Shrub Trimming

**Park/Landscape
Maint. Specialist
J. Powell**

**Park/Landscape
Maint. Specialist
D. Brooks**

**Park/Landscape
Maint. Specialist
K. Rodger**

Kay Ceniceros
Intergenerational
Center

Lazy Creek
Rec Center

Special Events /
Facilities

**Community Services
Coordinator
A. Jemmott-Willson**

**Community Services
Coordinator
M. Rinehart**

**Community Services
Coordinator
K. Hernandez**

- Center Rentals
- KC Senior Nutrition—FSA
- KC Meals on Wheels—FSA
- Senior Community Garden
- Trips and Tours
- SAC Clerk
- Breakfast with Santa
- Enrichment & Fitness Programs
- Contract Classes

- Preschool Program
- Summer Camp
- Afterschool Program
- YAC Clerk
- Family Camp Out
- Contract Classes
- Movies in the Park

- Independence Celebration
- Spring Fest
- Memorial Day
- Christmas Tree Lighting
- Veterans Day
- Fall Festival
- Music and Arts Festival
- Sports Field Allocations
- Summer Concerts
- Healthy Menifee

FTE	POSITION
1	CS Director
1	Office Specialist II
1	Management Analyst
3	<i>Administration Subtotal</i>
1	CS Supervisor
3	CS Coordinator
2	Park Ranger
6	<i>Recreation Subtotal</i>
1	Park/Landscape Superintendent
1	Park/Landscape Supervisor
3	Park/Landscape Maint. Specialist
5	<i>Maintenance Subtotal</i>
14	Total FTE

- Homeless Task Force
- Adopt-A-Park Program
- Adopt-A-Trail Program
- MMC Enforcement
- Menifee Better Together
- Weekend Shelter Rentals
- Park Reservation Audits
- Volunteer Coordination
- Interpretive Programs
- Urban Forestry