

# City of Fontana

8353 Sierra Avenue  
Fontana, CA 92335



## Regular Agenda

Thursday, October 24, 2024

7:00 PM

Grover W. Taylor Council Chambers

### **Parks, Community and Human Services Commission**

*Armando Valles - Chair*  
*Torrie Lozano - Vice Chair*  
*Benjamin Alba - Secretary*  
*Fay Glass - Commissioner*  
*Dylan Keetle - Commissioner*

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**Welcome to a meeting of the City of Fontana PARKS, COMMUNITY AND HUMAN SERVICES COMMISSION.**

Welcome to a meeting of the Fontana Parks Commission. Meetings are held at the Grover W. Taylor Council Chambers 8353 Sierra Avenue Fontana, CA 92335. To address the Commission, please fill out a card located at the entrance to the right indicating your desire to speak on either a specific agenda item or under Public Communications and give it to the City Clerk. Your name will be called when it is your turn to speak. In compliance with Americans with Disabilities Act of 1990 (42 USC § 12132), the Council Chambers is wheelchair accessible, and a portable microphone is available. Upon request, this agenda will be made available in appropriate alternative forms to persons with disabilities, as required by Section 12132 of the Americans with Disabilities Act of 1990. Any person with a disability who requires accommodation to participate in a meeting should direct such a request to the City Clerk's Office at (909) 350-7602 at least 48 hours before the meeting, if possible. Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to the meeting is available for public inspection at the City Clerk's Office.

Para traducción en Español, comuníquese con la oficina, "City Clerk" al (909) 350-7602.

The City of Fontana is committed to ensuring a safe and secure environment for its residents to engage with the government. No oversized bags or backpacks (size limit of 14"x14"x6") will be allowed inside the Council Chambers. All bags are subject to search. Face masks are prohibited in the Council Chambers, but clear masks will be provided upon request to accommodate individuals with medical needs, ensuring their safety and well-being. Before entering the Council Chambers, you may be subject to a metal detector screening. The City Manager retains the discretion to grant any exemptions. Fontana aims to provide safe buildings for our community members, employees, and visitors.

**WORKSHOP:**

**WORKSHOP**

**6:30 PM WORKSHOP**

- A. **November and December 2024 Commission Calendars**

[21-3364](#)

**CALL TO ORDER/ROLL CALL:**

- A. **CALL TO ORDER/ROLL CALL:**

**INVOCATION/PLEDGE OF ALLEGIANCE:**

- A. **INVOCATION**

- B. **PLEDGE OF ALLEGIANCE**

## SPECIAL PRESENTATIONS:

- A. **Veterans Day Celebration Donation - Council Member Jesse Sandoval** [21-3365](#)
- B. **Veterans Day Celebration Donation - San Bernardino County 2nd District Supervisor Jesse Armendarez** [21-3385](#)
- C. **Veterans Day Celebration Donation - Fontana Unified School District Board Member - Adam Perez** [21-3386](#)
- D. **Employee of the Month** [21-3387](#)
- E. **Acknowledgement of Evacuation Shelter Staff** [21-3398](#)
- F. **Staff Introductions** [21-3388](#)
- G. **2024 Summer Camp Recap** [21-3389](#)  
**Attachments:** [2024 Summer Camp Recap 2024 for 101724.pdf](#)
- H. **2024 Aquatics Summer Recap** [21-3370](#)  
**Attachments:** [2024 Aquatics Summer Recap Compressed 101724.pdf](#)
- I. **May-September Special Events Update** [21-3390](#)  
**Attachments:** [May-September SE FINAL.pdf](#)

## PUBLIC COMMUNICATIONS:

### A. 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 nonagendized items.

## 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**

1. **Minutes of April 25, 2024, Regular Meeting** [21-3392](#)

**Attachments:** [Parks Minutes of 04-24-2024 Rev 101524.pdf](#)

Approve Consent Calendar Item as recommended by staff.

**NEW BUSINESS:**

**A. NEW BUSINESS**

1. **Co-Sponsorship Application Cycle (2) FY 2024/2025** [21-3396](#)

Review and provide City Council with recommendations regarding seven (7) Co-Sponsorship Applications for the 2024/2025 fiscal year (January 2025 through June 2025) totaling the amount of \$26,050.00.

**Attachments:** [Attachment A Co-Sponsorship Policy.pdf](#)

[FINAL Attachment B September24.pdf](#)

[FINAL Attachment C Sept. '24.pdf](#)

[FINAL Attachment D w out Revenue Loss Sep '24.pdf](#)

[FINAL Attachment E Priority Matrix Sep '24.pdf](#)

2. **November and December 2024 Commission Calendars** [21-3391](#)

Review, consider, and authorize the Parks, Community and Human Services Commission meeting calendar options for November and December 2024.

**COMMISSION COMMENTS:**

**A. COMMISSIONER COMMENTS**

**COMMUNICATIONS:**

**A. COMMUNITY SERVICES/PUBLIC WORKS DEPARTMENT COMMENTS**

**ADJOURNMENT:**

**A. ADJOURNMENT**

Adjourn to the next Regular Parks, Community & Human Services Commission Meeting on January 23, 2025, at 7:00 p.m. in the Grover W. Taylor Council Chambers located at 8353 Sierra Avenue, Fontana California.





# City of Fontana

8353 Sierra Avenue  
Fontana, CA 92335

## Action Report

### Parks, Community and Human Services Commission

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**File #:** 21-3364  
**Agenda #:** A.

**Agenda Date:** 10/24/2024  
**Category:** Workshop

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Workshop:

November and December 2024 Commission Calendars



# City of Fontana

8353 Sierra Avenue  
Fontana, CA 92335

## Action Report

### Parks, Community and Human Services Commission

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**File #:** 21-3365  
**Agenda #:** A.

**Agenda Date:** 10/24/2024  
**Category:** Special Presentation

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Special Presentation:

Veterans Day Celebration Donation - Council Member Jesse Sandoval



# City of Fontana

8353 Sierra Avenue  
Fontana, CA 92335

## Action Report

### Parks, Community and Human Services Commission

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**File #:** 21-3385  
**Agenda #:** B.

**Agenda Date:** 10/24/2024  
**Category:** Special Presentation

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Special Presentation:

Veterans Day Celebration Donation - San Bernardino County 2nd District Supervisor Jesse Armendarez



# City of Fontana

8353 Sierra Avenue  
Fontana, CA 92335

## Action Report

### Parks, Community and Human Services Commission

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**File #:** 21-3386  
**Agenda #:** C.

**Agenda Date:** 10/24/2024  
**Category:** Special Presentation

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Special Presentation:

Veterans Day Celebration Donation - Fontana Unified School District Board Member - Adam Perez



# City of Fontana

8353 Sierra Avenue  
Fontana, CA 92335

## Action Report

### Parks, Community and Human Services Commission

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**File #:** 21-3387  
**Agenda #:** D.

**Agenda Date:** 10/24/2024  
**Category:** Special Presentation

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Special Presentation:

Employee of the Month: Jesse Yepez



# City of Fontana

8353 Sierra Avenue  
Fontana, CA 92335

## Action Report

### Parks, Community and Human Services Commission

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**File #:** 21-3398  
**Agenda #:** E.

**Agenda Date:** 10/24/2024  
**Category:** Special Presentation

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Special Presentation:

Acknowledgement of Evacuation Shelter Staff



# City of Fontana

8353 Sierra Avenue  
Fontana, CA 92335

## Action Report

### Parks, Community and Human Services Commission

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**File #:** 21-3388  
**Agenda #:** F.

**Agenda Date:** 10/24/2024  
**Category:** Special Presentation

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Special Presentation:

Staff Introductions: Tara Savage, Jair Mandujano, Marcus Brown, Marlene Bonilla



# City of Fontana

8353 Sierra Avenue  
Fontana, CA 92335

## Action Report

### Parks, Community and Human Services Commission

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**File #:** 21-3389  
**Agenda #:** G.

**Agenda Date:** 10/24/2024  
**Category:** Special Presentation

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Special Presentation:

2024 Summer Camp Recap



# 2024 Summer Camps



**FONTANA**  
CALIFORNIA

**June 3 - July 26, 2024**





# Nature Camp

- 162 Enrollees
- 4 Sessions







# Fontana Arts Camp

- 237 Enrollees
- 8 Sessions







# Jr. Lifeguard Camp

- 48 Enrollees
- 8 Sessions







# Sports Camp

- 517 Enrollees
- 8 Sessions







# Camp Don Day

- 273 Enrollees
- 8 Sessions

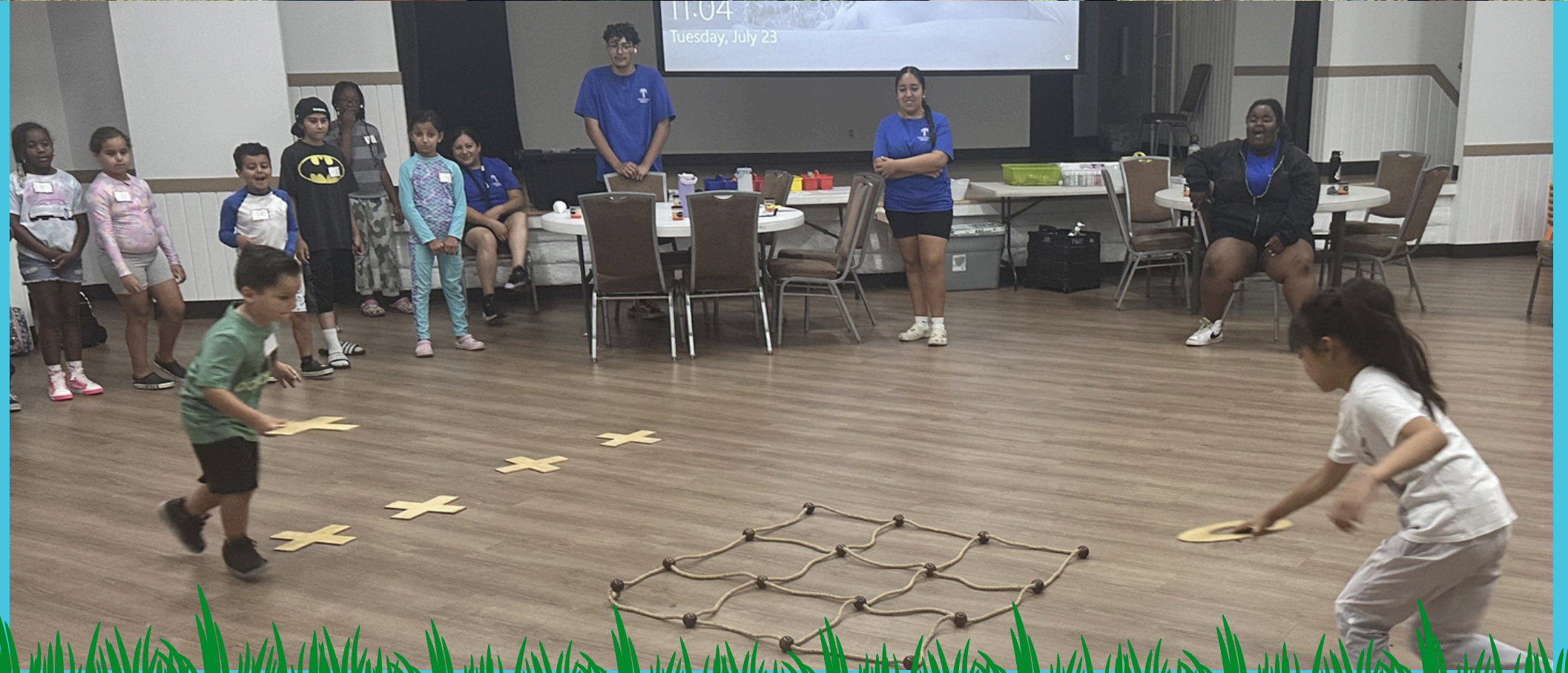






# Camp Cypress

- 299 Enrollees
- 8 Sessions







# Camp Heritage

- 639 Enrollees
- 8 Sessions







# Camp Jessie Turner

- 706 Enrollees
- 8 Sessions







# FUSD Summer Food Program

- Lunch Served: 31,148
- Snacks Served: 10,917







# 2024 Summer Camps

**Total Enrollment:**

**2,881**

**Capacity Achieved: 81.66%**

**(909) 349-6900**

**Recreation.Fontana.org**

**City Of Fontana Had a Great Summer!**





# City of Fontana

8353 Sierra Avenue  
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## Action Report

### Parks, Community and Human Services Commission

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**File #:** 21-3370  
**Agenda #:** H.

**Agenda Date:** 10/24/2024  
**Category:** Special Presentation

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Special Presentation:

2024 Aquatics Summer Recap

# AQUATICS SUMMER 2024 REVIEW





# RECREATIONAL SWIM

**FONTANA PARK  
AQUATIC CENTER**

**19,399**

**HERITAGE POOL**

**7,305**

**MILLER POOL**

**5,542**

**DON DAY POOL**

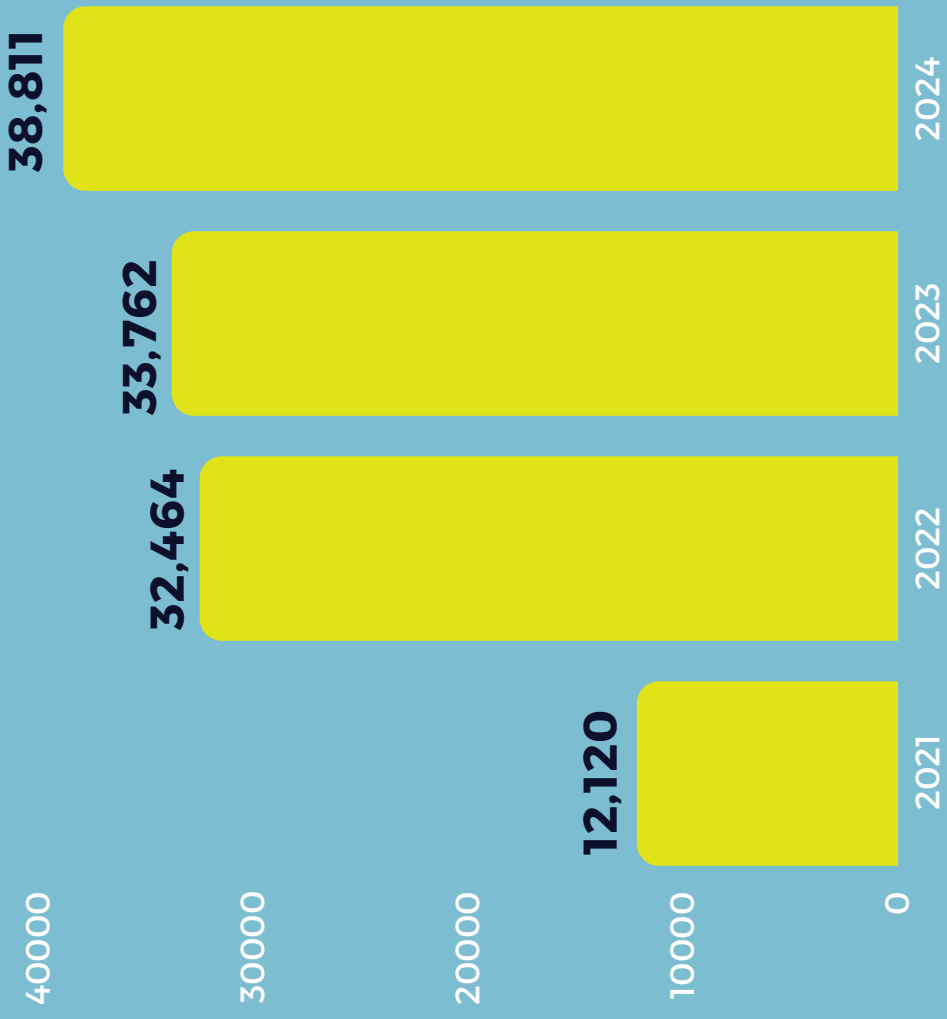
**4,228**

**MARTIN TUDOR  
SPLASH PARK**

**2,337**



# RECREATIONAL SWIM ATTENDANCE OVERVIEW





# SWIM LESSONS

**FONTANA PARK  
AQUATIC CENTER**

**2,330**

**HERITAGE POOL**

**1,190**

**MILLER POOL**

**893**

**DON DAY POOL**

**819**

**5,232**

**REGISTERED  
PARTICIPANTS!**





# SPECIAL NEEDS PROGRAMMING

## AQUABILITY

Saturdays at Miller Pool  
**42 Registered Participants!**



## SPECIAL OLYMPICS

Summer Bowling  
**49 Registered Athletes!**  
**235 Practices Attended!**





# AQUA AEROBICS

**FONTANA PARK  
AQUATIC CENTER**

**2,467**

**MILLER POOL**

**607**

**DON DAY POOL**

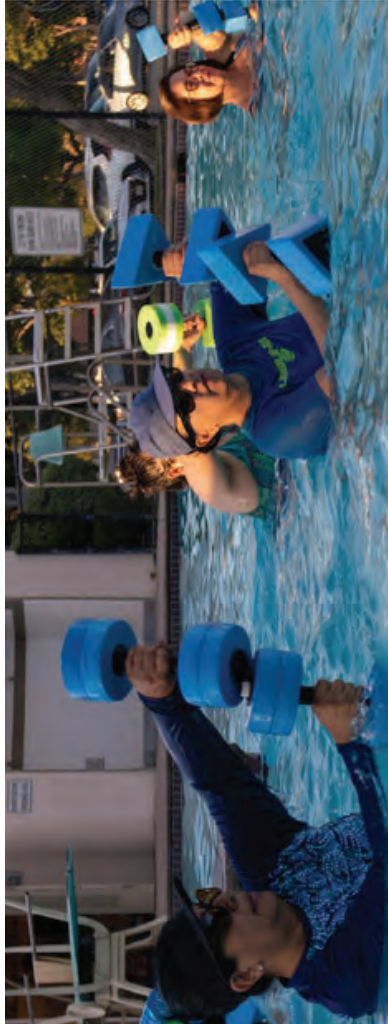
**68**

**OVERALL  
REGISTRATIONS**

**3,142**

**472**

**LAP SWIMMERS/  
WATER WALKERS!**





# JR. GUARD CAMP

**FONTANA PARK  
AQUATIC CENTER**

**57**

**DON DAY POOL**

**18**



## Jr. Volunteer Program

**31 Jr. Guard Volunteers**  
**1,632 Total Volunteer Hours**



# POOL RENTALS

POOL SITE	2021	2022	2023	2024
Fontana Park Aquatic Center	30	32	16	23
Martin Tudor Splash Park	5	19	9	13
Don Day Pool	-	7	1	2
Heritage Pool	-	-	9	10
Miller Pool	-	-	-	3
TOTALS	35	58	35	51





# AQUATIC EVENTS

## WATER SAFETY CHALLENGE

436 Attendees!

## SWIM 2 WIN MEET

250 Participants!

667 Attendees!

## DIVE IN MOVIE NIGHTS

HERITAGE POOL

2411

DON DAY POOL

734







**Thank  
you!**  
Questions?





# City of Fontana

8353 Sierra Avenue  
Fontana, CA 92335

## Action Report

### Parks, Community and Human Services Commission

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**File #:** 21-3390  
**Agenda #:** I.

**Agenda Date:** 10/24/2024  
**Category:** Special Presentation

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Special Presentation:

May-September Special Events Update





# Special Events

## UPDATE



**FONTANA**  
CALIFORNIA

# CO-SPONSORSHIPS



## IE RONALD MCDONALD: WALK FOR KIDS

Hosted by Fontana Foundation of Hope  
**04/28/2024**



## WALK FOR WARRIORS MARCH

Hosted by Working Dogs for Warriors  
**05/11/2024**



## RING OF CHAMPS

Hosted by Fontana Boxing Club  
**08/03/2024**

# CO-SPONSORSHIPS



## LOVE FONTANA

Hosted by Calvary Chapel Summit

09/07/2024



## CHILL N GRILL BBQ COMPETITION

Hosted by Concerned Citizens for the  
Development of North Fontana

09/28/2024





# FONTANA CAR SHOW



# SUMMER CONCERTS



# FONTANA DAYS



## FONTANA DAYS PARADE

05/04/2024



## FONTANA DAYS FESTIVAL

05/30/2024-06/02/2024



## FONTANA DAYS RUN

06/01/2024





**FONTANA ARTS  
FESTIVAL**

05/18/2024





# SPRING ST. NIGHT MARKET

07/19/2024



**FAMILY FUN NIGHTS**

*June, July, August*



# 4TH OF JULY CELEBRATION

06/29/2024





# SPECIAL NEEDS



## SPECIAL OLYMPICS IE GAMES

04/27/2024



## SPECIAL NEEDS RESOURCE FAIR

Hosted by Fontana PD

09/21/2024

# VOLUNTEER APPRECIATION

09/20/2024



## LA GRAN FIESTA: A HISPANIC HERITAGE CELEBRATION

09/21/2024



# NATIONAL PUBLIC LANDS DAY



09/28/2024

# JAZZ CONCERT



FEATURING:

THE AMANDA CASTRO BAND

MAY 11, 2024

# UPCOMING EVENTS

**11/01/2024**

Dia de los Muertos

**11/11/2024**

Veterans Day Celebration

**11/15/2024**

Spring St. Night Market

**11/16/2024-11/17/2024**

FAC: Swim Meet

**11/25/2024**

Annual CAP Resource Fair

**11/27/2024**

Eat & Be Well

# NOVEMBER



THANK  
YOU

QUESTIONS?



# City of Fontana

8353 Sierra Avenue  
Fontana, CA 92335

## Action Report

### Parks, Community and Human Services Commission

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**File #:** 21-3392  
**Agenda #:** 1.

**Agenda Date:** 10/24/2024  
**Category:** Consent Calendar

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## City of Fontana

### Parks, Community and Human Services Commission

### Minutes

Armando Valles, Chair  
Torrie Lozano, Vice Chair  
Benjamin Alba, Secretary  
Fay Glass, Commissioner  
Dylan Keetle, Commissioner

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**Tuesday April 25, 2024      7:00 P.M.      Grover W. Taylor Council Chambers**

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#### **CALL TO ORDER/ROLL CALL:**

##### **A. Call to Order/Roll Call:**

A regular meeting of the City of Fontana Planning Commission was held on Tuesday, April 25, 2024. Chair Valles called the meeting to order at 7:03 p.m.

**Present:** Chair Valles, Vice Chair Lozano, Secretary Alba, and Commissioner Fay Glass

**Absent:** Commissioner Keetle

#### **INVOCATION/PLEDGE OF ALLEGIANCE:**

##### **A. Invocation/Pledge of Allegiance:**

Following the Invocation by Vice Chair Lozano, the Pledge of Allegiance was led by Secretary Alba.

**Special Presentations:**

**A. Staff Introductions.**

1. Community Services Director Daniel Schneider who introduced Savannah Smith who introduced herself to the Commission.
2. Community Services Manager Kristy Samples introduced Ian Stewart.

**B. Employees of the Month for March 2024**

1. Community Services Director Daniel Schneider introduced the employees of the Month, Sheree Anderson, Savannah Smith, Celeste Sanchez, Zach Tamayo, and Harriet Myers.

**C. Special Events Update: March-May 2024**

1. Community Services Director Daniel Schneider introduced Special Events Coordinator Diana Escobar who provided the Commission with a staff update.

**D. Aquatics & Camps Summer Preview 2024**

1. Community Services Director Daniel Schneider introduced Coordinator Jessica Barragan and Joshua Marquez; they both provided the Commission with the staff report.

**Public Communications**

None.

**Consent Calendar:**

**1. Approval of Minutes**

Approve Minutes of the March 28, 2024, Regular Meeting

**ACTION:** Motion was made Secretary Alba, seconded by Commissioner Glass and passed by a vote of 4-0 to approve the Consent Calendar (AYES: Valles, Alba and Glass; NOES: None; ABSENT: Commissioner Keetle; ABSTAIN: None).

**New Business:**

**1. 24/25 Co-Sponsorship Approval**

Community Services Coordinator Bianca Morales provided the staff report to the Commission.



**ACTION:** Motion was made Secretary Alba, seconded by Vice Chair Lozano and passed by a vote of 3-0 to approve the Consent Calendar (AYES: Valles, Alba and Glass; NOES: None; ABSENT: Commissioner Keetle; ABSTAIN: Chair Glass abstained from one of the sponsorships, Working Dogs for Warriors).

**COMMENTS:**

**A. Public Communication Commission Comments:**

Vice Chair Lozano thanked Community Services Staff for all their hard work at all of the Community events.

Secretary Alba thanked all of the Community Services Department mentioned the work that the Community Services Department is doing.

Chair Valles echoed previous comments that were shared by fellow commissioners; expressed her appreciation to Community Services staff for providing the needed information and thanked the public for the opportunity to serve.

Director Schneider thanked all of his staff for all of their hard work and dedication.

Manager Michael Wright echoed the previous comments, sent his condolences to the family of Connie Cooper for her passing.

Manager Kristy Samples echoed the comments of the commission.

Manager Geneo Farrar mentioned all of the different events that are happening throughout the City. Thanked everyone for their hard work.

**ADJOURNMENT:**

By consensus, the meeting adjourned at 7:57 p.m. to the next Regular Planning Commission Meeting on Thursday, October 24, 2024, at 6:00 p.m. in the Grover W. Taylor Council Chambers located at 8353 Sierra Avenue, Fontana, California.

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Laura Gutierrez  
Administrative Assistant

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Armando Valles  
Chairperson



# City of Fontana

8353 Sierra Avenue  
Fontana, CA 92335

## Action Report

### Parks, Community and Human Services Commission

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**File #:** 21-3396  
**Agenda #:** 1.

**Agenda Date:** 10/24/2024  
**Category:** New Business

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**FROM:**

Community Services

**SUBJECT:**

Co-Sponsorship Application Cycle (2) FY 2024/2025

**RECOMMENDATION:**

Review and provide City Council with recommendations regarding seven (7) Co-Sponsorship Applications for the 2024/2025 fiscal year (January 2025 through June 2025) totaling the amount of \$26,050.00.

**DISCUSSION:**

Current Co-Sponsorship procedure, 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 be submitted between February 1-February 28 (cycle one) or between September 1-September 30 (cycle two).

All organizations in consideration for Co-Sponsorship must meet all Co-Sponsorship criteria (**Attachment A - Co-Sponsorship Policy**) which includes proof of non-profit status (501 c3) or proof that the event is not for profit. Organizations 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. A brief description of individual applications is provided (**Attachment B - Co-Sponsorship Application Descriptions**).

Seven (7) eligible applications were received during the September 2024 requested period, (5) requesting assistance with community events and (2) facility use requests. (**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 organization requesting the use of facilities during regular center hours.

Funding for Co-Sponsorships in the amount of **\$37,500** is approved by the City Council in the 2024/2025 fiscal year budget. Requested funding during the February application period totaled **\$41,728.00**, which provides a balance of funding allocation of **-\$4,228.00** for the remainder of FY 2024/2025 operating budget. The combined seven (7) applications submitted would leave an outstanding balance of **-\$30,278.00**

Staff recommends the Commission approach the review of these applications as outlined below:

- Review and evaluate the requesting applications.
- Approve or deny each requesting application and/or in-kind city subsidy outlined per application.
- Prioritize them from highest to lowest priority to best inform City Council as this item will be forwarded for their consideration.

**FISCAL IMPACT:**

Funding for Co-Sponsorships in the amount of **\$37,500** is approved by City Council in the FY 2024/2025 operating budget. Requested funding during the February application period totaled **\$41,728.00** which provides an available balance of funding allocation in the amount of **-\$4,228.00**. Requested funding for the September filing period totals **\$26,050.00**. Approving all seven (7) new applications would leave an outstanding balance of **-\$30,278.00**.

**MOTION:**

Review and provide City Council with a recommendation regarding seven Co-Sponsorship applications for the 2024/2025 fiscal year from January 1, 2025 through June 30, 2025 totaling \$26,050.00.

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**City of Fontana  
POLICY AND PROCEDURES**

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

**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**



**City of Fontana  
POLICY AND PROCEDURES**

<b>Subject:</b>	<b>Co-Sponsorship of Events</b>	<b>Page</b> <b>2 of 5</b>	<b>Section</b> <b>20-58</b>
		<b>Effective Date</b> <b>7-1-06</b>	<b>Issued Date</b> <b>6-13-06</b>

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**

**City of Fontana  
POLICY AND PROCEDURES**

<b>Subject:</b>	<b>Co-Sponsorship of Events</b>	<b>Page</b> <b>3 of 5</b>	<b>Section</b> <b>20-58</b>
		<b>Effective Date</b> <b>7-1-06</b>	<b>Issued Date</b> <b>6-13-06</b>

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*



**City of Fontana  
POLICY AND PROCEDURES**

<b>Subject:</b>	<b>Co-Sponsorship of Events</b>	<b>Page</b> <b>4 of 5</b>	<b>Section</b> <b>20-58</b>
		<b>Effective Date</b> <b>7-1-06</b>	<b>Issued Date</b> <b>6-13-06</b>

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.

**City of Fontana  
POLICY AND PROCEDURES**

<b>Subject:</b>	<b>Co-Sponsorship of Events</b>	<b>Page</b> <b>5 of 5</b>	<b>Section</b> <b>20-58</b>
		<b>Effective Date</b> <b>7-1-06</b>	<b>Issued Date</b> <b>6-13-06</b>

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.*



2024/2025 Co-Sponsorship Descriptions

\*Events in RED are new events

Event Information	Description	2023/2024 Evaluation
<p>1 Ephesians New Testament Church MLK Cultural Awareness Jazz Concert January 17, 2025   7pm-10pm Set-up: 11am   Tear-down: 10pm-10:30 Steelworkers Auditorium Estimated Attendance: 200</p>	<p>MLK Celebration featuring a Jazz Concert, with the goal of providing scholarships to high school students (Reoccurring 12 years)</p>	<p>2024: attendance 75 Event ended on time but clean up took longer than expected. Event charged for admission. Event organizer Bishop Emory James requested meetings and walk-throughs prior to the event. The event day was rushed and required last-minute changes.</p>
<p>2 Concerned Citizens for N. Fontana Black History Parade and Expo February 22, 2025   10am-4pm Set-up: 8am   Tear-down: 4pm-5 Citrus Ave/Summit to Sierra Lakes Pkwy Estimated Attendance: 1,000</p>	<p>Parade celebrating Black History Month and ending with an information and remembrance Expo for Martin Luther King Jr. held in Home Depot parking lot. (Reoccurring 58 years)</p>	<p>2024: attendance 300 Event usually has a late start and could be better organized.</p>
<p>3 Fontana Aquatics Club Swim Meet April 12 - April 13, 2025   7am - 5pm Set-up: Fri 12pm   Tear-down: Sun 4pm-6 Fontana Park Aquatic Center Estimated Attendance: 2,000</p>	<p>Two day swim meet hosting teams from all over San Bernardino County. Set up day before. (Reoccurring 15 years)</p>	<p>2024: attendance 1,500 Well organized event that ran on schedule. Works well with staff.</p>
<p>4 Working Dogs for Warriors Walk for Wellness &amp; Suicide Prevention May 17, 2025   9am-1pm Set-up: 6am   Tear-down: 1pm-2 Fontana Park Estimated Attendance: 500</p>	<p>Mental health awareness resource fair. (Reoccurring 1 year)</p>	<p>2024: attendance 400 Well organized event and ran smoothly. The event provides about 30 resource vendors.</p>
<p>5 New Life Church of Fontana Juneteeth: "Freedom Production" June 20, 2025   7pm-9:30pm Set-up: 3pm   Teardown 9:30pm-10 Steelworkers Auditorium Estimated Attendance: 300</p>	<p>The production, titled Freedom, will highlight the significance of Juneteenth and the ongoing journey toward unity and freedom. Rehearsal to take place from Monday, June 16, 2025 - Thursday, June 19, 2025 from 6pm-10pm (Reoccurring 2 years)</p>	<p>2023: attendance 150 Although Pastor Casey was not on-site for rehearsals, he did have an alternate contact that was on-site and provided information to staff.</p>
<p>6 Girl Scouts of San Gregorino Council Girl Scout Troop 203 Every other Tuesday   4pm-6:30pm Set-up: 3:30pm   6:30pm-7:00 Jessie Turner Community Center Meeting room or conference room</p>	<p>Troop meeting to promote learning environment for girl scouts members.</p>	<p>2023: attendance 15 Reoccurring meetings with no issues.</p>

2024/2025 Co-Sponsorship Descriptions

\*Events in RED are new events

7 Chamber of Commerce Chamber of Commerce Luncheon 2nd Thursday meetings once a month 11:30am - 1pm Set-up: 10:00   Tear-down: 1pm-2 Jessie Turner Center Estimated attendance 115	Monthly Luncheons held at Jessie Turner Community Center January-June	2024: attendance 50 Reoccurring meetings with no issues.
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2024/2025 Co-Sponsorships

\*Events in RED are new events

Organizations Applying for Event Co-Sponsorship

Item #	Organization	Event	Event Budget	Value of In-Kind City Support	Tier Level
1	Ephesians New Testament Church	MLK Celebration	\$42,000	\$1,102	Tier 1
2	Concerned Citizens for the Development of N. Fontana	Black History Parade and Expo	\$9,150	\$7,112	Tier 3
3	Fontana Aquatics Club	USA Swimming Meet	\$11,000	\$6,880	Tier 2
4	Working Dogs for Warriors	Walk for Wellness & Suicide Prevention	\$7,607	\$9,220	Tier 3
5	New Life Church of Fontana	Juneteeth Freedom Production	\$7,650	\$1,736	Tier 2
<b>Facility Reservation Only</b>					
6	Girl Scouts of San Gregorino	Troop Monthly Meetings	Every other Tuesday	4pm-6:30pm	Jessie Turner Community Center
7	Fontana Chamber of Commerce	Chamber of Commerce Luncheon	2nd Thursday of each month	10am-2pm	Jessie Turner Community Center
			<b>TOTAL:</b>	<b>\$26,050</b>	

2024/2025 Co-Sponsorship

\*Events in RED are new events

Cost Breakdown

#	Organization	Events	Date & Time	Location	Requested Support	City Support
1	Ephesians New Testament Church	MLK Cultural Awareness Celebration	January 17, 2025 7pm-10pm	Steelworkers' Auditorium	Use of Steelworkers	
					(1) Public Works (Facilities)	\$55p/h x 4hrs = \$220
					(2) AV Staff	\$24p/h x 2 x 5hrs = \$240
					(2) CSD Staff (Arts)	\$18p/h x 2 x 12hrs = \$432
					(2) CSD Staff (Events)	\$21p/h x 2 x 5hrs = \$210
		<b>\$1,102</b>				
2	Concerned Citizens for N. Fontana	Black History Parade and Expo	February 24, 2025 November 1, 1918	Summit/Citrus Ave to Sierra Lakes Pkwy	Closure of Ralph M Lewis	
					(2) Public Works (Parks)	\$55p/h x 2 x 4hrs = \$440
					(6) Public Works (Streets)	\$55p/h x 6 x 4hrs = \$1,320
					(2) AV Staff	\$33p/h x 2 x 8hrs = \$528
					Fontana PD	\$90p/h x 8 x 6hrs = \$4,320
					(4) CSD Staff (Events)	\$21p/h x 4 x 6hrs = \$504
		<b>\$7,112.00</b>				
3	Fontana Aquatics Club	USA Swimming Meet	April 12 - April 13, 2025 7am-5pm (Both Days)	Fontana Park Aquatic Center	Use of FPAC	
					(4) Public Works (Parks)	\$55p/h x 4 x 4hrs = \$880
					(6) CSD Staff (Lifeguards)	\$20p/h x 6 x 22hrs = \$2,640
					(2) Pool Managers	\$24p/h x 2 x 22hrs = \$1,056
					(2) Assisstant Pool Managers	\$22p/h x 2 x 22hrs = \$968
					(2) CSA	\$18p/h x 2 x 22hrs = \$792
					(2) Aquatics Coordinators	\$34p/h x 2 x 8hrs = \$544
		<b>\$6,880.00</b>				
4	Working Dogs for Warriors	Walk for Wellness & Suicide Prevention	May 17, 2025 9am-1pm	Fontana Park	Closure of Fontana Park	
					Fontana PD for traffic control	\$90p/h x 12 x 6hrs = \$6,480
					(4) Public Works (Streets)	\$55p/h x 4 x 6hrs = \$1,320
					(4) Public Works (Parks)	\$55p/h x 4 x 4hrs = \$880
					(2) AV Staff	\$24p/h x 2 x 6hrs = \$288
					(2) CSD Staff (Events)	\$21p/h x 2 x 6hrs = \$252
		<b>\$9,220.00</b>				
5	New Life Church of Fontana	Juneteeth: Freedom Production	June 20, 2025 7pm-9:30pm	Steelworkers' Auditorium	Steelworkers Auditorium	
					(1) Public Works (Facilities)	\$55p/h x 4hrs = \$220
					Public Works (Streets)	\$55p/h x 4hrs = \$220
					(2) AV Staff	\$24p/h x 2 x 8hrs = \$384
					(2) CSD Staff (Arts)	\$18p/h x 2 x 16hrs rehearsal = \$576
					(2) CSD Staff (Arts)	\$21p/h x 2 x 8hrs = \$336
		<b>\$1,736.00</b>				
<b>TOTAL:</b>						<b>\$26,050.00</b>



**2024/2025 Co-Sponsorship  
Cost Breakdown**

\*Events in RED are new events

Facility Use ONLY						
6	Girl Scouts Troop 203	Troop 203 Meetings	Every other Tuesday	Jessie Turner Center		<b>\$0</b>
7	Chamber of Commerce	Luncheon	Once a month (Thursdays)	Jessie Turner Center		<b>\$0</b>

Priority Rating Matrix - Parks, Community & Human Services Commission (September 2024)

\*Rankings are based on Commissioners prioritization

	Priority 1-12	Organization	Event Name	Amount Requested	Commission Recommended Funding
1		Ephesians New Testament Church	MLK Cultural Awareness Celebration	\$1,102	
2		Concerned Citizens for N. Fontana	Black History Parade and Expo	\$7,112	
3		Fontana Aquatics Club	USA Swimming Meet	\$6,880	
4		Working Dogs for Warriors	Walk for Welnes & Suicide Prevention	\$9,220	
5		New Life Church of Fontana	Juneteeth: Freedom Production	\$1,736	
6		Girl Scouts Troop 203	Troop 203 Meetings	\$0	
7		Chamber of Commerce	Luncheon	\$0	
<b>TOTAL</b>				<b>\$26,050</b>	







# City of Fontana

8353 Sierra Avenue  
Fontana, CA 92335

## Action Report

### Parks, Community and Human Services Commission

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**File #:** 21-3391  
**Agenda #:** 2.

**Agenda Date:** 10/24/2024  
**Category:** New Business

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**FROM:**

Community Services

**SUBJECT:**

November and December 2024 Commission Calendars

**RECOMMENDATION:**

Review, consider, and authorize the Parks, Community and Human Services Commission meeting calendar options for November and December 2024.

**DISCUSSION:**

Staff recommends the Parks, Community and Human Services Commission consider the following options for the November and December meeting calendars:

- Cancel the November 28, 2024, Regular Meeting
- Cancel the December 26, 2024, Regular Meeting

**FISCAL IMPACT:**

None

**MOTION:**

Approve staff recommendation.