

City of Fontana

8353 Sierra Avenue
Fontana, CA 92335



Regular Agenda

Next Reso. FCF 2025-001

Tuesday, May 27, 2025

2:00 PM

Grover W. Taylor Council Chambers

Community Foundation

Acquanetta Warren - Foundation Chairperson

Peter A. Garcia - Board Member

Phillip Cothran - Board Member

John B. Roberts - Board Member

Jesus "Jesse" Sandoval - Board Member

Germaine Key - Foundation Secretary

Matthew Ballantyne, Foundation President

Ray Ebert, Foundation Vice-President

Jessica Brown - Foundation Treasurer

Best, Best and Krieger, Foundation Attorney

Welcome to the Meeting!

Welcome to the City of Fontana meeting. Meetings are held at the Grover W. Taylor Council Chambers 8353 Sierra Avenue Fontana, CA 92335. To address the Council, 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.

CALL TO ORDER/ROLL CALL:

A. Call the Meeting to Order

PUBLIC COMMUNICATIONS:

This is an opportunity for citizens to speak to the members of the meeting for up to 3 minutes on items not on the Agenda, but within the Foundation's jurisdiction. The Foundation is prohibited by law from discussing or taking immediate action on non-agendized items.

A. Public Communications

CONSENT CALENDAR:

All matters listed under CONSENT CALENDAR will be enacted by one motion in the form listed below - there will be no separate discussion on these items prior to the time they are voted on, unless a member requests a specific item be removed from the Consent Calendar for discussion.

A. Approval of Minutes

[25-0282](#)

Approve the minutes of the October 22, 2024, Community Foundation Meeting.

Attachments: [Community Foundation Meeting Minutes 10-22-2024.pdf](#)

B. Community Partnership: Back to School Car Show - Classic Car Show [25-0288](#)

Review and approve special event and funding support in the amount of \$5,000.

Attachments: [Special Event Application - Car Show](#)

NEW BUSINESS:

A. Fiscal Year 2024-25 Third Quarter Budget Status Report - Fontana Community Foundation [25-0259](#)

Approve the recommended Fiscal Year 2024-25 Third Quarter Budget adjustments.

Attachments: [FY24-25 Third Quarter Budget Status Report - Fontana Community Foundation.pdf](#)

EXECUTIVE DIRECTOR'S COMMUNICATIONS:

A. Executive Director's Communications

ELECTED OFFICIALS COMMUNICATIONS/COMMITTEE REPORTS:

A. Elected Officials Communications/Committee Reports

ADJOURNMENT:

A. Adjournment

Adjourn to the next Regular Community Foundation Meeting at 2:00 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

Community Foundation

File #: 25-0282

Agenda #: A.

Agenda Date: 5/27/2025

Category: Consent Calendar

FROM:

City Clerk

SUBJECT:

Approval of Minutes

RECOMMENDATION:

Approve the minutes of the October 22, 2024, Community Foundation Meeting.

COUNCIL GOALS:

- Create and maintain a dynamic team by supporting the decisions of the majority once made.
- Create and maintain a dynamic team by communicating Goals and Objectives to all commissions and employees.

DISCUSSION:

The Foundation will consider approval of the minutes of the October 22, 2024, Regular Community Foundation meeting. The draft minutes are attached to this report for Foundation review and approval.

FISCAL IMPACT:

None.

MOTION:

Approve staff recommendation.

City of Fontana

8353 Sierra Avenue
Fontana, CA 92335



Minutes

Tuesday, October 22, 2024

2:00 PM

Grover W. Taylor Council Chambers

Community Foundation

Acquanetta Warren - Foundation Chairperson

Peter A. Garcia - Board Member

Phillip Cothran - Board Member

John B. Roberts - Board Member

Jesus "Jesse" Sandoval - Board Member

Germaine Key - Foundation Secretary

Matthew Ballantyne, Foundation President

Ray Ebert, Foundtion Vice-President

Jessica Brown - Foundation Treasurer

Best, Best and Krieger, Foundation Attorney

CALL TO ORDER/ROLL CALL:

A. 2:00 P.M. Call the Meeting to Order:

A Regular Meeting of the Fontana Community Foundation was held in the Grover W. Taylor Council Chambers, 8353 Sierra Avenue, Fontana, CA 92335, on Tuesday, October 22, 2024.

Chairperson Warren called the meeting to order at 2:08 p.m.

ROLL CALL:

PRESENT: Chair Warren, Board Members Cothran, Garcia, Roberts and Sandoval.

Absent: None

Foundation Secretary Key and City Treasurer Koehler- Brooks were also in attendance.

PUBLIC COMMUNICATIONS:

A. Public Communications

There were no public communications received.

CONSENT CALENDAR:

ACTION: Motion was made by Board Member Roberts, seconded by Board Member Sandoval, and passed by a vote of 5-0 to approve Consent Calendar Items “A-B.” The motion carried by the following vote: **AYES:** Warren, Garcia, Cothran, Roberts, and Sandoval; **NOES:** None; **ABSTAIN:** None; **ABSENT:** None

A. Approval of Minutes 21-3374

Approve the minutes of the July 9, 2024, Community Foundation Meeting.

B. Quarterly Community Foundation Report - Acceptance of Sponsorship and Approve Video Production Services for Mayor’s Education Coalition 21-3363

Accept US Bank Sponsorship and Approve 522 Productions Contract

NEW BUSINESS:

A. Fiscal Year 2024-25 First Quarter Budget Status Report - Fontana Community Foundation 21-3347

Approve the recommended Fiscal Year 2024-25 First Quarter Budget adjustments.

Chief Financial Officer Jessica Brown provided the staff report.

ACTION: Motion was made by Board Member Sandoval, seconded by Board Member Garcia and passed by a vote of 5-0 to approve staff recommendation on New Business Item "A." The motion carried by the following vote: AYES: Warren, Garcia, Cothran, Roberts and Sandoval; NOES: None; ABSTAIN: None; ABSENT: None

EXECUTIVE DIRECTOR'S COMMUNICATIONS:

A. Executive Director's Communications

No Executive Director's Communications were received.

ELECTED OFFICIALS COMMUNICATIONS/COMMITTEE REPORTS:

A. Elected Officials Communications/Committee Reports

No Elected Officials Communications were received.

ADJOURNMENT:

A. Adjournment

Chairperson Warren adjourned the meeting at 3:06 p.m.

Acquanetta Warren
Chair

THE FOREGOING MINUTES WERE ADOPTED AND APPROVED BY THE FONTANA COMMUNITY FOUNDATION ON MAY 27, 2025.

Germaine Key
Foundation Secretary



City of Fontana

8353 Sierra Avenue
Fontana, CA 92335

Action Report

Community Foundation

File #: 25-0288

Agenda #: B.

Agenda Date: 5/27/2025

Category: Consent Calendar

FROM:

City Manager's Office

SUBJECT:

Community Partnership: Back to School Car Show - Classic Car Show

RECOMMENDATION:

Review and approve special event and funding support in the amount of \$5,000.

COUNCIL GOALS:

- Operate in a businesslike manner by creating a memorable customer experience with every interaction.
- Increase citizen involvement by seeking community input.
- Increase citizen involvement by promoting healthy lifestyle opportunities to residents of all ages.

DISCUSSION:

A Special Event Application was received for assistance with a community event from Sonora Smog Check & Auto Registration. The details of the event are below:

Event: Classic Car Show
Date: Saturday, June 14, 2025
Time: 1:00 p.m. to 7:00 p.m.
Location: Spring Street, between Sierra Avenue and Juniper Avenue

This community event will host a classic car show, food, and merchandise vendors. All vendors must have a Certificate of Insurance (COI), City of Fontana Business License, and a Seller's Permit. Any rental company must provide a COI naming the City of Fontana as an additional insured. The event organizer must provide a COI naming the City of Fontana as an additional insured.

The total amount requested for services is \$5,000. This includes the staffing costs for Public Works, Community Services, and the Police Department.

FISCAL IMPACT:

Approval of this special event request will result in community foundation funding support of \$5,000 for FY 2024/25. A Budget Request will be completed in the next quarterly fiscal report to allocate funds from the Community Foundation fund balance.

MOTION:

Approve staff recommendation



Special Event Application Procedures and Guidelines

What is a Special Event Application?

Special Event Applications are to be filed through the Community Services Department for any planned event consisting of 100 or more persons, animals or vehicles, amplified sound or combination therefore, upon any park, public building, sidewalk, public right of way, easement or other publicly owned space within the City of Fontana being held to provide public benefit through recreation, service or entertainment based activities

Submitting a Special Event Application

1. Complete the Special Event Application and all appropriate paperwork **no less than 120 calendar days in advance and no more than six months in advance of the proposed use.**
2. Return completed application and \$27 Special Event Application Fee to:
Community Services Department
Attn: Special Events Division
16860 Valencia Ave.
Fontana, CA 92335
3. Upon receipt of request, staff will verify eligibility and coordinate the processing and responses from other City departments and contact the applicant regarding their application status. All applications will be either approved, denied or conditionally approve as deemed necessary by the Community Services Department.
4. Fees: Once an application is approved, the applicant shall pay the remainder of such application fees, no less than 30 calendar days in advance of the proposed use.
5. Insurance: Insurance in the form and amount deemed appropriate by the City, shall be provided by the applicant at no cost to the City. Insurance must also name the City of Fontana as additionally insured and a certificate must be submitted no less than 30 days prior to event. On a case by case basis additional liability insurance and security personnel may be needed at the applicants expense for the protection of public safety and welfare connection with intended use.
6. The Community Services Director may impose such reasonable conditions upon the issuance of any Special Event Permit as deemed necessary for the protection of the public health, safety and welfare, including conditions related to time, place, frequency, duration, maximum number of persons in attendance, parking restrictions and placement of apparatus and equipment. Each permit issued pursuant to this section shall provide that permitted will observe all applicable regulations governing the use of the City grounds.

Terms of Denial, Cancellation or Termination

A Special Event Application may be denied, cancelled or terminated for any of the following reasons:

- The applicant failed to file the application in a timely manner
- The applicant fails to submit all necessary paperwork within the appropriate time frame
- The park, public area, or public facility is not available for the requested use at the time specified by the applicant
- The applicant failed in a material way to comply with the terms and conditions of any prior permit issued to the applicant for use of a park, public area, or public facility; or has failed to pay the City any fee or cost due in relation to the issuance or exercise of such permit
- The proposed event is not a reasonable use in relation to the use of the park by other persons and the effect of such use would be detrimental to the peace of the neighborhood
- When a hazardous condition threatens or reasonably might threaten participants, spectators, City staff, or any person or property
- If the permit applied for is for the purpose of holding a class, course of instruction, or activity for any program not conducted or expressly sponsored or otherwise approved by the City and for which a fee is to be charged to attendees or participants

Questions

For additional information in regards to the Special Event Application please contact Special Events Staff at events@fontana.org or 909.349.6900

* For a full listing of Special Events Guidelines please visit Events.Fontana.org

This application must be submitted for any special event held on City property and/or requiring City services at least 120 days prior to the date of the event. An approved certificate of liability insurance must be received no later than 30 days prior to the event date. All event applications are subject to approval by the Parks and Community Services Commission and/or the City Council. The action to approve an event will state conditions which must be met for the event to be held.

Special Events Checklist:

- ☐ \$26.00 Application Fee
- ☐ Special Events Application, completely filled-out
- ☐ Copy of liability insurance, naming the City of Fontana as additionally insured *certificate must be submitted at least 30 days prior to event
- ☐ I have read and understood all application procedures and guidelines. Initial AS

Please print or type the information below and answer all areas as thoroughly as possible. If the information does not pertain to your activity, indicate *not applicable (N/A)*.

Name of Event: <u>Back to school car show</u>	
Type of Event: <u>Classic car show</u>	
Date of Event: <u>4/14/24</u>	<input checked="" type="checkbox"/> New Event <input type="checkbox"/> Returning Event; # of years offered: _____
Proposed Starting Time: <u>1pm</u>	Proposed Ending Time: <u>7pm</u>
Set Up Time: <u>10am</u>	Tear Down Time: <u>7:15pm</u>
Requested Location(s): <u>Spring st / between sierra & juniper</u>	
* If applying for a carnival a separate Application for Carnival, Circuses, Etc. must be filed with the Business Services Division	

Hosting Organization: <u>Sonora Smog check + Auto Registration</u>	
Events Chairperson (s) Names (s) <u>Aurora Sanchez + Edgar</u>	
Address: <u>15864 Slover Ave Fontana CA . 92335</u>	
Day Phone: <u>951 575 5600</u>	Evening Phone: <u>same</u> Fax: <u>n/a</u>
Message Phone: <u>same</u>	Email Address: <u>sonoraservices909@gmail.</u>
Alternate Event Contact: <u>Edgar Herrera</u>	Phone: <u>909) 471 9607</u>



Special Event Application

Who is the target audience for the activity? Families with Children

Estimated Attendance: 250 Estimated Number of Volunteers/Staff: 45

Will any fees be charged? ☐ YES ☒ NO If so, what fees will be charged? _____

Will fees be collected on site? ☐ YES ☒ NO Who will the proceeds benefit? _____

Are you requesting that alcohol be served? ☐ YES ☒ NO Will alcohol be sold on site? ☐ YES ☒ NO

ALCOHOL: Serving alcohol is subject to approval pursuant to section 16-17 of the Municipal Code.

STREET CLOSURES

Are you requesting that any public streets be closed for this event/activity? ☒ YES ☐ NO

If YES, identify the streets/blocks and indicate the times the closure is requested:

spring st. / between Sierra Ave and
juniper Ave.

Will there be any equipment in the public right of way (car displays, tents, etc.)? ☐ YES ☐ NO

TRAFFIC CONTROL/BARRICADES

A traffic control contractor may be required for events which require barricades or traffic control signage. An approved traffic control plan will be required prior to implementing any closures. Plan should specify pedestrian management, traffic signal modifications, etc. (A changeable message sign may also be required.)

Please list your traffic control contractor and/or traffic control plan if applicable:

city of Fontana / on the end of
Spring St and Sierra / Spring St and Juniper Ave.

VEHICLE LOADING/UNLOADING

Are you requesting that vehicles be permitted to load/unload on city streets? ☐ YES ☒ NO

If YES, please indicate the location and times loading and unloading would occur:

PARK SITES

If requesting to use a park site, please indicate the name of the park: n/a
If not using the entire park, please indicate specific area of use:

EQUIPMENT

Please provide a list of equipment and quantities that will be at your event:

stage / and generator

CLEAN UP AND TRASH REMOVAL

Clean up of the event area immediately following the event, including trash removal from the site, is the responsibility of the applicant:

Please name the contractor or organization responsible:

Clean Up: Sonora Auto + Smog Phone #: 951 575 5600

Trash Removal: Sonora Auto + Smog Phone #: 951 575 5600

VEHICLES ON PARK GROUNDS

Vehicles, including catering vehicles, are not normally permitted to drive or park randomly on the public park grounds due to extensive underground irrigation systems that sustain damage when vehicles drive across control boxes and heads.

Are you requesting that vehicles be permitted to drive or park on public grounds? ☐ YES ☐ NO

If YES, please indicate the type(s) of vehicles and the locations and times they would be driven:

Food trucks / classic cars

PORTABLE RESTROOMS

Will additional portable restrooms be brought to the event site? ☒ YES ☐ NO

If YES, please name the company bringing the portable restrooms: (Must submit a copy of insurance information)

Company Name: Rigos party rentals Phone #: (926) 678-4985

Number of Restrooms: 4 ADA: _____

PYROTECHNICS

An additional application must be processed with the San Bernardino County Fire Department a minimum of 90 days prior to your event for fireworks or pyrotechnics. An additional fee may apply.

Are you requesting approval to provide a fireworks show at the event? ☐ YES ☒ NO

Length of Show: _____ # of aerial fireworks: _____ # of ground fireworks: _____

FOOD & OTHER VENDORS

Food vendors must contact San Bernardino Count Public Health in advance of their event for required permits and guidelines. The event organizer shall obtain copies of temporary food service licenses from food vendors prior to the event. In addition, all vendors selling food or other products must have a City of Fontana Business License.

Will food be served at the event? ☒ YES ☐ NO

If YES, the food is:

☐ Provided Free ☒ Cooked or Prepared On-Site ☐ Being Cooked on an Open Fire (Barbeque)

☒ Available for Purchase If available for purchase, is event: ☐ For Profit ☐ Non-Profit

Please provide a menu of the food you will be serving: Sweets / Tacos / BBQ chicken

Are you requesting approval to offer other items for sale at the event? ☒ YES ☐ NO

If YES, types of items for sale: Customized items, vintage shirts, key chains with vehicle concept. Candy, pancakes

Please Note: All applicants will be notified by the Community Services Department regarding the status of the application upon the conclusion of the review period by City Departments.

Aurora Sanchez 4/30/25
Applicant Signature (Required) Date
Aurora Sanchez
Applicants Printed Name

owner
Title
Sonora Smog Check + Auto
Name of Organization, Department/Division
Registration



Special Event Application

EVENT PARKING

Sufficient parking must be planned and designated depending upon the type and location of your event. Please indicate what areas you plan on utilizing for participant/attendee parking:

Do you have designated handicap parking? ☒ YES ☐ NO

Location: Spring st / art center

EVENT SITE

Please explain exact location for your event:

Spring st. only

A map of the event site is required and should indicate event layout with proposed attractions, recommended street closures, parade or run/walk routes, etc. Please draw your map in the space provided below, or attach your map to the application upon submittal.

(see map attached)



City of Fontana
DEPARTMENT ROUTING SHEET
 (For internal use only)

Department/Division	Recommendation	Estimated Cost	Signature	Comments
Building & Safety	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	\$		
Planning	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	\$		
Police	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	\$		
Public Works	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	\$		
Fire	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	\$		
Human Resources/ Risk Management	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	\$		
Engineering	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	\$		
Community Services	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	\$		
City Clerk's Office	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	\$		
Business Licensing	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	\$		
Media Support Services	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	\$		
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	\$		
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	\$		
Total Estimated Revenue for Event:		\$		
Total Estimated Cost to City Departments:		\$		

FINAL EVENT APPROVAL:

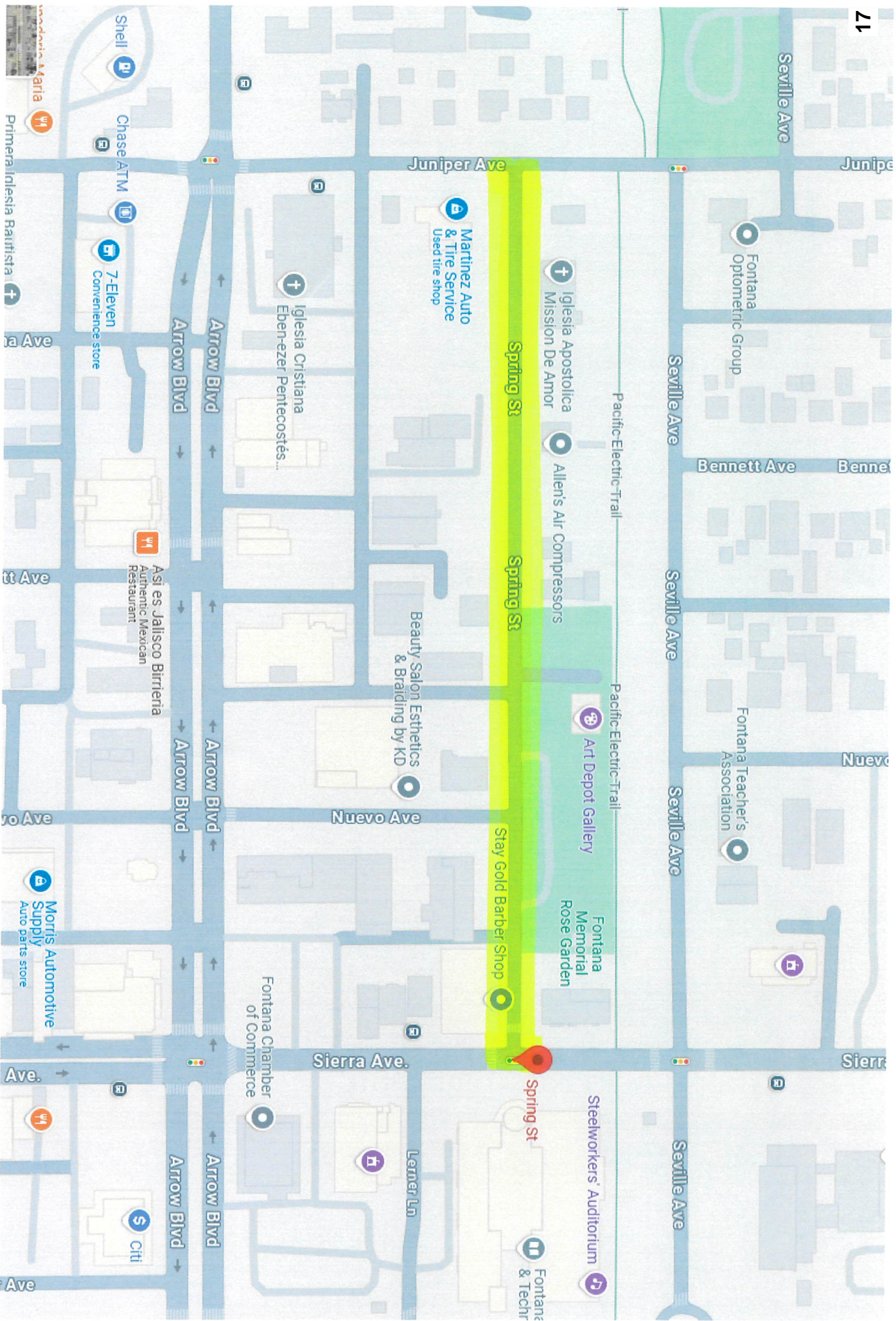
- ☐ Approved
☐ Disapproved
☐ Approved
☐ Disapproved

 Community Services Director

 Date

 City Manager or designated Deputy City Manager

 Date





City of Fontana

8353 Sierra Avenue
Fontana, CA 92335

Action Report

Community Foundation

File #: 25-0259

Agenda #: A.

Agenda Date: 5/27/2025

Category: New Business

FROM:

Finance

SUBJECT:

Fiscal Year 2024-25 Third Quarter Budget Status Report - Fontana Community Foundation

RECOMMENDATION:

Approve the recommended Fiscal Year 2024-25 Third Quarter Budget adjustments.

COUNCIL GOALS:

- Operate in a businesslike manner by ensuring that the public debate is based on accurate information.
- Practice sound fiscal management by producing timely and accurate financial information.
- Practice sound fiscal management by living within our means while investing in the future.

DISCUSSION:

The Fontana Community Foundation was created on April 27, 2005, by Foundation Resolution No. 2005- 01. The Foundation is a separate legal entity of the City and is governed by California State Law. The Foundation is legally chartered as a Section 501(c)(3) non-profit organization within the Internal Revenue Code. The Foundation oversees the actions of unincorporated divisions such as the Fontana Library Foundation Division within the City structure.

It is the mission of the Fontana Community Foundation to lessen the burdens of government by aiding and assisting in the implementation, improvements, and maintenance of public services that preserve and promote the health and welfare and education of local citizenry of the City of Fontana.

The current 2024-25 Foundation Operating Budget includes total uses (expenditures and transfers out) of \$19,498 and budgeted sources (revenues and transfers in) of \$2,500.

The Third Quarter budget recommendation is to increase appropriations by \$9,300 for the Mayor's Education Collation video production.

FISCAL IMPACT:

The fiscal impact associated with the approval of this item is an increase in appropriations of \$9,300 as detailed in the Third Quarter Budget Status Report and supporting schedules.

MOTION:

Approve staff recommendation.

Fontana Community Foundation
Unreserved Fund Balance
Fiscal Year 2024/2025

		Budget							Net Proposed Adjustments	Estimated Fund Balance June 30, 2024
	Unaudited Fund Balance July 1, 2023	Revenues	Transfers In	Expenditures	Transfers Out	Available				
299 COMMUNITY FOUNDATION	\$ 481,795	\$ 2,500	\$ -	\$ (19,498)	\$ -	\$ 464,797	\$ (9,300)	\$ 455,497		
TOTAL ALL FUNDS	\$ 481,795	\$ 2,500	\$ -	\$ (19,498)	\$ -	\$ 464,797	\$ (9,300)	\$ 455,497		

Fontana Community Foundation
Recommended Adjustments
Fiscal Year 2024/2025

Fund	Organization Project #	Dept	Organization/Project Discription	Object	Object Description	Appropriations	Revenues	Transfers In	Transfers Out	FB Impact	Reason
299 Community Foundation						9,300	-	-	-	(9,300)	
	29910200	CA	Community Foundation	8130	Other Professional Svcs	9,300				(9,300)	Increase appropriatons for Mayor's Education Colaition video production
										-	
										-	
										-	
Total Fontana Community Foundation Transfers								0	0		