

# City of Fontana

8353 Sierra Avenue  
Fontana, CA 92335



## Minutes

Tuesday, October 14, 2025

2:00 PM

Grover W. Taylor Council Chambers

## City Council Meeting

*Acquanetta Warren - Mayor*  
*Peter A. Garcia - Mayor Pro Tem*  
*John B. Roberts - Council Member*  
*Jesus "Jesse" Sandoval - Council Member*  
*Phillip Cothran - Council Member*  
*Germaine Key - City Clerk*  
*Janet Koehler-Brooks, City Treasurer*

## **WORKSHOP:**

### **A. 12:00 P.M. City Council Workshop**

## **PUBLIC COMMUNICATION - CLOSED SESSION:**

The Workshop of the Fontana City Council was held on Tuesday, October 14, 2025, in the Grover W. Taylor Council Chambers, 8353 Sierra Avenue, Fontana, CA 92335. Mayor Warren called the Workshop to order at 12:04 p.m. with all members of the City Council present except for Council Member Cothran.

City Clerk Germaine Key and City Treasurer Janet Koehler-Brooks were also in attendance.

### **A. Goals Presentations**

Deputy City Manager, Ray Ebert provided the City Council with an update on priority goals identified during the February 2025 goal setting session.

## **CLOSED SESSION:**

### **A. 12:30 P.M. CLOSED SESSION**

The Closed Session meeting of the Fontana City Council was held in the Executive Conference Room, 8353 Sierra Avenue, Fontana, CA 92335, on Tuesday, October 14, 2025.

Mayor Warren called the meeting to order at 12:30 p.m. with all members of the City Council present except for Council Member Cothran.

City Clerk Germaine Key and City Treasurer Janet Koehler-Brooks were also present.

## **PUBLIC COMMUNICATION - CLOSED SESSION:**

There were no public communications received for the following items:

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9 (a)

Case: Inland Coalition for Immigrant Justice v. City of Fontana

2. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9 (a)

Case: Acevedo III, Constantino J. vs. City of Fontana; Civil Action No. 5:23-cv-01923-JGB (SHKx)

3. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION PURSUANT TO GOVERNMENT CODE SECTION 54956.9 (a)

Case: Alford, Diane vs. City of Fontana; Case No. CIVSB2401102

4. CONFERENCE WITH LABOR NEGOTIATOR PURSUANT TO GOVERNMENT CODE SECTION 54957.6 City Negotiator: John Bakhit, Labor Counsel and Matt Ballantyne, City Manager. Employee Organization: Police Management Association

**CALL TO ORDER/ROLL CALL:**

**A. 2:00 P.M. Call To Order/Roll Call:**

The Regular Meeting of the Fontana City Council was held in the Grover W. Taylor Council Chambers, 8353 Sierra Avenue, Fontana, CA 92335, on Tuesday, October 14, 2025.

Mayor Warren called the Regular City Council Meeting to order at 2:04 p.m.

**ROLL CALL:**

**PRESENT:** Mayor Warren, Mayor Pro Tem Garcia, Council Members Roberts and Sandoval.

City Clerk Germaine Key and City Treasurer Janet Koehler-Brooks were also present.

**ABSENT:** Council Member Cothran

**INVOCATION/PLEDGE OF ALLEGIANCE:**

The invocation was given by Council Member Roberts, followed by the pledge of allegiance led by Council Member Sandoval.

**CLOSED SESSION ANNOUNCEMENT:**

City Attorney Ruben Duran reported that the City Council met in Closed Session on the items listed on the agenda, provided direction to staff, and took no reportable action.

**CEREMONIAL ITEMS/PRESENTATIONS:**

**A. Mayor Warren and City Council to recognize, Jose Luis Ruiz, CEO of La Carniceria.**

Mayor Warren and the City Council recognized, Jose Luis Ruiz, CEO of La Carniceria.

**B. Mayor Warren and City Council to proclaim Code Compliance Week and recognize Code Compliance Employee of the Year.**

Mayor Warren and City Council proclaimed the second week of October as Code Compliance Week, and Code Compliance Manager Sandra Pelayo presented the Employee of the Year Award to Code Compliance Supervisor, Jason Barber.

### **C. Mayor Warren and City Council to proclaim October as National Community Planning Month and recognize Planning's Employee of the Year.**

Mayor Warren and City Council proclaimed October 2025 as National Community Planning Month. Planning Commission Chair, Idilio Sanchez accepted the proclamation and Director of Planning Patty Nevins presented the Employee of the Year Award to Assistant Planner, Mai Thao.

### **PUBLIC COMMUNICATIONS:**

The following individuals spoke under public communications:

Ada spoke as a concerned parent and grandparent regarding student safety at Fontana schools. Requested equitable funding for emergency lanyards, security cameras, radios, and secured gates across all campuses. Urged the City and Fontana Unified School District to prioritize safety for all students.

Grace represented 264 parents and residents requesting immediate traffic safety improvements at Mango Avenue and Wabash Avenue near Mango Elementary School. Cited ongoing speeding and unsafe crossings. Requested the City conduct a formal traffic study and install permanent safety measures.

Deborah Hall Lindsay, representative from Community Baptist Church announced upcoming community events: a free Voter Empowerment Education Workshop on October 18, 2025, and a concert featuring the African Youth Choir on October 24, 2025, at Community Baptist Church. Encouraged community participation and voter education.

Richard Granados, Kiwanis Club of Fontana announced the Kiwanis Club's 4th Annual Mental Health Awareness Conference to be held October 18, 2025, at the Steelworkers' Auditorium. Highlighted the Club's ongoing commitment to youth programs and mental health education in partnership with local organizations and public safety departments.

Melanie Smith Austin introduced herself as a Doctor of Social Work candidate at California Baptist University studying faith-based collaboration in community services. Requested input from the City regarding strategies for effectively engaging faith-based organizations in social support initiatives.

Mark Nuaimi, Water of Life Community Church commended the City for progress on its Homeless Solutions Action Plan and collaborative partnerships addressing homelessness. Reported outcomes from Water of Life's transitional housing program, noting 29 families served and an 86% transition rate to permanent housing. Shared plans for additional transitional housing development.

## CONSENT CALENDAR:

**ACTION:** Motion was made by Council Member Roberts, seconded by Council Member Sandoval, and passed by a vote of 4-0 to approve Consent Calendar Items “A-Q.” The motion carried by the following vote: **AYES:** Warren, Garcia, Roberts and Sandoval; **NOES:** None; **ABSTAIN:** None; **ABSENT:** Cothran

- A. Approval of Minutes** **25-0560**  
Approve the minutes of the September 23, 2025, Regular City Council Meeting.
- B. Prohousing Designation Program Reapplication** **25-0468**  
1. Adopt **Resolution No. 2025-094**, a Resolution of the City Council of the City of Fontana authorizing re-application to, and participation in, the Prohousing Designation Program.  
2. Authorize the City Manager to execute any documents necessary or appropriate as required for re-application to and participation in the program.
- C. Acceptance of Final Map for Parcel Map No. 20669 and Abandonment of a Certain Portion of an Easement for Sewer and Drainage** **25-0505**  
1. Accept Parcel Map No. 20669, located at the southwest corner of Valley Boulevard Avenue and Juniper Avenue, north of Washington Drive.  
2. Accept as public dedicated streets and easements associated with the map.  
3. Authorize the Mayor and City Clerk to certify the abandonment of a certain portion of an easement for sewer and drainage.
- D. 2026 Selective Traffic Enforcement Program Grant Award** **25-0506**  
1. Accept the 2026 State of California Office of Traffic Safety (OTS) Selective Traffic Enforcement Program (STEP) Grant, number PT26030 in the amount of \$335,000.  
2. Authorize the Chief of Police or his designee to sign all related grant documents including extensions or modifications for the grant; and expend funds as outlined in the grant agreement.
- E. Annual Placement of Weed Abatement Charges on the Property Tax Rolls** **25-0513**  
Adopt **Resolution No. 2025-095**, to replace and repeal Resolution No. 2025-041 of the City Council of the City of Fontana, California, directing the placement of weed abatement charges on the property tax bills for collection.

**F. Annual Placement of Nuisance Abatement Charges on the Property Tax Rolls 25-0514**

Adopt **Resolution No. 2025-096**, of the City Council of the City of Fontana, California, directing the placement of Nuisance abatement charges on the property tax bills for collection for FY2025/2026.

**G. 2024 Homeland Security Grant Program (HSGP) 25-0531**

Accept the 2024 Homeland Security Grant Program subrecipient award in the amount \$57,927 from the Office of Homeland Security. Authorize the Chief of Police or his designee to sign all related grant documents including extensions or modifications for the grant; and expend funds as outlined in the grant agreement.

**H. Award a Contract for Fire Station 77 Restroom Remodel Project (PW-26-02-SB) 25-0532**

Award and Authorize the City Manager to execute a contract with MCO

Development Inc. of Irvine, CA in the amount of \$392,000.00 for the Fire Station 77 Restroom Remodel and authorize a contingency (10%) in the amount of \$39,200.00.

**I. Final Acceptance of Perimeter Street and Sewer Improvements for Tract No. 20382 and Perimeter Street Improvements for Tract No. 20397 25-0534**

1. Accept as complete the perimeter street and sewer improvements for Tract No. 20382 along Foothill Boulevard, and perimeter street improvements for Tract No. 20397 along Banana Avenue.
2. Adopt **Resolution No. 2025-097**, accepting sewers in Tract No. 20382 as part of the City sewer system.

**J. Approve Invoice from the City of Rancho Cucamonga for Right of Way Services Related to the San Sevaine Trail Phase 1, Segment 2 Project 25-0543**

Authorize the City Manager to approve Invoice CINV-001415 from the City of Rancho Cucamonga for Right of Way Services related to the San Sevaine Trail Phase 1, Segment 2 Project.

**K. Award a Construction Contract for the Bus Pad (Transit Stop Improvements) TDA 2023 Project (DE-25-182-CC) 25-0545**

1. Award bid and authorize City Manager to execute construction contract with Gentry General Engineering, Inc. for the construction of the Bus Pad (Transit Stop Improvements) TDA 2023 Project (Bid No. DE-25-182-CC)

in the amount of \$99,346.80 and authorize a 10% contingency in the amount of \$9,934.68 (Bid No. DE-25-182-CC).

2. Approve and authorize the City Manager to execute any and all utility agreements, utility easements, and subsequent agreements on behalf of the City of Fontana for the Bus Pad (Transit Stop Improvements) TDA 2023 Project (Bid No. DE-25-182-CC).
3. Appropriate \$40,000.00 from Measure I, Local Fund (Fund 246) to Project 37600069, Bus Pad (Transit Stop Improvements) TDA 2023 Project.

**L. Authorize the Renewal of Managed Print Services Agreement with HP Inc. for Citywide Printing, Maintenance, and Repair Services 25-0547**

1. Approve and authorize the City Manager to execute a contract of the City's Managed Print Services Agreement with HP Inc., under the NASPO ValuePoint Master Agreement and California Participating Addendum, to maintain the established fixed-rate structure.
2. Authorize the City Manager to execute any future amendments to the Managed Print Services Agreement, as needed, during the renewal period.

**M. Final Acceptance of the Courtplace Housing Development (Infrastructure Improvements) Project (DE-24-124-SB) 25-0563**

Accept as complete the work performed by Weka, Inc. for the construction of the Courtplace Housing Development (Infrastructure Improvements) Project (DE-24-124-SB).

**N. Adoption of Homeless Solutions Action Plan Update 25-0563**

Adopt **Resolution No. 2025-098**, Homelessness Solutions Action Plan Update and direct staff to implement strategies laid out in plan.

**O. Approve Second Contract Change Order for Reconstructing Two Curb Ramps located at the Northeast and Southeast Corners for the Construction of Traffic Signal at Duncan Canyon Road/Citrus Avenue, as part of the Reimbursement Agreement with HDO4, LLC 25-0577**

1. Approve second contract change order for reconstructing two curb ramps located at the northeast and southeast corners for the construction of traffic signal at Duncan Canyon Road/Citrus Avenue, as part of the Reimbursement Agreement with HDO4, LLC.
2. Approve appropriation and allocate the amount of \$3,901.14 from Fund 604 - Measure T.

**P. Purchase and Sale Agreement-16641 & 16643 Orange Way 25-0585**

1. Approve a Purchase & Sale Agreement for the purchase of buildings and associated land located at 16641 & 16643 Orange Fontana, CA 92335 specifically described as APN 0191-251-21 & 0191-251-06 in the amount of \$7,500,000 plus escrow costs and related acquisition fees.
2. Authorize the purchase of that certain Real Property with APN 0191-251-21 & 0191-251-06 comprised of approximately 34,000 sq. ft. on two parcels of land totaling approx. 67,691 sq. ft (“Property”) from Landexcorp, LLC, A California Limited Liability Company.
3. Authorize the City Manager to enter into the Purchase and Sale Agreement and/or any other documents necessary or appropriate to facilitate said purchase on behalf of the City of Fontana.

**Q. Resolution of the City Council of the City Of Fontana, California 25-0590 Approving a Second Amendment to the First Amended and Restated Billboard Relocation Agreement Between the City Of Fontana and Lamar Central Outdoor LLC to Update Certain Relocated Sign Locations**

City Council adopt **Resolution No. 2025-099**, approving the Second Amendment to the First Amended and Restated Billboard Relocation Agreement with Lamar Central Outdoor, LLC, to update the locations for Location 2 and Location 4, and authorizing the City Manager to execute all necessary documents to effectuate this amendment.

**PUBLIC HEARINGS:**

**A. Master Case No. 25-0047 and Municipal Code Amendment No. 25-0441 25-0008: Fontana Municipal Code amendments to Chapter 30 to modify multiple sections of the Zoning and Development Code, including modifications to the definition of and operating standards for restaurants, allowance for certain temporary buildings during commercial reconstruction or remodeling, development standards for the Multi-Family Medium/High Density Residential (R-4) zone, administrative procedures pertaining to administrative site plan and design review entitlements; modification to Chapter 26 pertaining to time extensions for tentative maps; and modification to Chapter 33 to provide additional delivery standards for cannabis retail storefront businesses, pursuant to a categorical exemption in accordance with CEQA Guidelines Sections 15060(C), 15061(B)(3) and Section 15378.**

1. Determine that this Ordinance is not a project pursuant to Sections 15060(C), 15061(B)(3) and 15378 of the State of California Environmental

Quality Act (CEQA) Guidelines, Section No. 3.22 and 3.04 of the 2019 Local Guideline for Implementing CEQA, because it does not have potential for resulting in physical change in the environment, directly or indirectly, and it can be determined with certainty that there is no possibility that the activity in question may have significant effect on the environment and is therefore not subject to CEQA; and

2. Read by title only and waive further reading of and introduce **Ordinance No. 1973**, an Ordinance of the City Council of the City of Fontana approving Master Case No. 25-0047 and Municipal Code Amendment No. 25-0008 to amend Chapters 26, 30 (Zoning and Development Code) and 33 of the Fontana Municipal Code, including modifications to the restaurant definition and operating standards, temporary use permits for temporary offices, development standards for the R-4 zone and overlay, administrative procedures for administrative site plan and design review entitlements, tentative parcel map and tentative tract map time extensions and curbside delivery for cannabis retail storefronts; and the reading of the title constitutes the first thereof.

Mayor Warren opened the public hearing.

City Clerk Key stated that no written communications were received.

Associate Planner, Cecily Session- Goins provided the staff report.

With no one interested to speak in favor or opposition of this item Mayor Warren closed the Public Hearing.

**ACTION: Motion was made by Council Member Roberts, seconded by Mayor Pro Tem Garcia, and passed by a vote of 4-0 to approve Public Hearing Item "A." The motion carried by the following vote: AYES: Warren, Garcia, Roberts, and Sandoval; NOES: None; ABSTAIN: None; ABSENT: Cothran**

**B. Quarterly Lien Action for Delinquent Sewer, Solid Waste and Weed Abatement Accounts 25-0511**

1. Authorize staff to complete and record lien against real property for those sewer accounts sixty days or more delinquent, solid waste accounts more than ninety days delinquent, and for properties with delinquent weed abatement charges outstanding as described in attached resolutions and written reports and to direct staff to file for the recording of liens for such properties.
2. Adopt **Resolution No. 2025-100**, of the City Council of the City of Fontana authorizing the collection of certain annual wastewater and solid waste service charges, including delinquent charges for each service, on the County property tax rolls and determining and record liens against current delinquent parcels.

3. Adopt **Resolution No. 2025-101** of the City Council of the City of Fontana adopting the statement of unpaid expenses for weed abatement and imposing a lien against real property for payment thereof.

Mayor Warren opened the public hearing.

City Clerk Key stated that no written communications were received.

Chief Financial Officer, Jessica Brown provided the staff report.

Council Member Sandoval inquired about the collection process for delinquent accounts. Staff explained that delinquent accounts are first placed as liens, and if not paid by July 1, they are then added to the property tax roll.

With no one interested to speak in favor or opposition of this item Mayor Warren closed the Public Hearing.

**ACTION: Motion was made by Mayor Pro Tem Garcia, seconded by Council Member Roberts, and passed by a vote of 4-0 to approve Public Hearing Item “B.” The motion carried by the following vote: AYES: Warren, Garcia, Roberts, and Sandoval; NOES: None; ABSTAIN: None; ABSENT: Cothran**

**C. Adoption of the 2025 Edition of the California Building Code and Corresponding Base Model Codes**

**25-0556**

1. Determine that the adoption of the ordinance of the City of Fontana adding, amending and deleting certain articles, sections and subsections of Chapter 5 of the Code of the City of Fontana, California pertaining to the construction and maintenance of buildings, and adopting the 2025 Edition of the California Building Standards Code, known as the California Code of Regulations, Title 24, consisting of the California Building Code, Volumes 1 & 2, based on the 2024 International Building Code; the California Plumbing Code, based on the 2024 Uniform Plumbing Code; the California Electrical Code, based on the 2023 National Electrical Code; the California Mechanical Code, based on the 2024 Uniform Mechanical Code; the California Wildland-Urban Interface Code based on the 2024 International Wildland-Urban Interface Code; the California

Existing Building Code, based on the 2024 International Existing Building Code; the California Green Building Standards Code; the California Residential Code, based on the 2024 International Residential Code; and the 2024 Edition of the International Property Maintenance Code is exempt from further environmental review under Section 15061(b)(3) of the State CEQA guidelines, projects with no possibility of significant effects upon the environment, and direct staff to file a notice of exemption.

2. Waive further reading of and introduce **Ordinance No. 1975**, an ordinance of the City of Fontana adding, amending and deleting certain articles, sections and subsections of Chapter 5 of the Code of the City of Fontana, California pertaining to the construction and maintenance of buildings, and the 2025 Edition of the California Building Standards Code, known as the California Code of Regulations, Title 24, consisting of the California Building Code, Volumes 1 & 2, based on the 2024 International Building Code; the California Plumbing Code, based on the 2024 Uniform Plumbing Code; the California Electrical Code, based on the 2023 National Electrical Code; the California Mechanical Code, based on the 2024 Uniform Mechanical Code; the California Wildland-Urban Interface Code based on the 2024 International Wildland-Urban Interface Code; the California Existing Building Code, based on the 2024 International Existing Building Code; the California Green Building Standards Code; the California Residential Code, based on the 2025 International Residential Code; and the 2025 Edition of the International Property Maintenance Code: and that the reading of the title constitutes the first reading thereof.

Mayor Warren opened the public hearing.

City Clerk Key stated that no written communications were received.

Permit Supervisor, Ultima Andrews provided the staff report.

Council Member Roberts asked which edition of the Uniform Fire Code is currently in use. Staff responded that the 2022 edition is being used.

With no one interested to speak in favor or opposition of this item Mayor Warren closed the Public Hearing.

**ACTION: Motion was made by Council Member Sandoval, seconded by Mayor Pro Tem Garcia, and passed by a vote of 4-0 to approve Public Hearing Item "C." The motion carried by the following vote: AYES: Warren, Garcia, Roberts, and Sandoval; NOES: None; ABSTAIN: None; ABSENT: Cothran**

Mayor Warren noted that the meeting would include an adjournment in memory of Deacon Sam Gordon.

## **CITY MANAGER COMMUNICATIONS:**

### **A. City Manager Communications**

City Manager Matt Ballantyne congratulated Water of Life Church on its 35th anniversary and announced the 17th anniversary celebration of the North Fontana Skate Park was scheduled for Saturday, October 18, from 10 a.m. to 4 p.m.

## **ELECTED OFFICIALS COMMUNICATIONS/REPORTS:**

### **A. Elected Officials Communications/Reports**

City Treasurer Koehler-Brooks congratulated Water of Life Church on their 35<sup>th</sup> anniversary and community contributions.

City Clerk Key thanked the City Council and faith-based community for assisting with a visiting student's school research project.

Mayor Pro Tem Garcia reported on attending the League of Cities Annual Conference in Long Beach, commended Water of Life Church for its support of the community and provided an update on the Mango Elementary School traffic study, noting ongoing collaboration with the City's Engineering Department and the Fontana Unified School District to assess potential safety improvements.

Council Member Sandoval had no comments.

Council Member Roberts recognized Water of Life Church for its assistance to residents, particularly the homeless community, and suggested communicating traffic study updates to concerned residents.

Mayor Warren emphasized the City's collaborative efforts with agencies and faith-based organizations to address community safety, homelessness, and youth programs. Mayor Warren highlighted City Link's ongoing work and expansion plans to support homeless residents and noted participation in various events including the Living Faith & Angelica Church's 15th anniversary and a Community Leaders of America meeting in South Dakota. Upcoming initiatives include the Stage Red Inaugural Gala on October 29<sup>th</sup> to support youth music education in Fontana and the Mayor's Great Futures Gala at the Fontana Boys & Girls Club on October 25<sup>th</sup>.

## **ADJOURNMENT:**

### **A. Adjournment**

Mayor Warren and the City Council led a moment of silence in memory of the following individuals:

1. Deacon Sammy Eddie Gordo
2. Anthony J. Lardieri Sr.

Mayor Warren adjourned the meeting at 3:26 p.m. to the Regular City Council Meeting on Tuesday, October 28, 2025, at 2:00 p.m. in the Grover W. Taylor Council Chambers located at 8353 Sierra Avenue, Fontana, California.

*Christina Rudsell*

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Christina Rudsell, CMC  
Chief Deputy City Clerk

**THE FOREGOING MINUTES WERE ADOPTED AND APPROVED BY THE FONTANA CITY COUNCIL ON OCTOBER 28, 2025.**

*Germaine Key*

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Germaine Key  
City Clerk

### Certificate Of Completion

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### Signer Events

Christina Rudsell  
crudsell@fontanaca.gov  
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Security Level: Email, Account Authentication  
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*Christina Rudsell*

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Germaine Key  
gkey@fontana.org  
Security Level: Email, Account Authentication  
(None)

*Germaine Key*

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Signed using mobile

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Signed: 10/29/2025 | 09:53 AM

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### Signature

### Timestamp

### Editor Delivery Events

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### Intermediary Delivery Events

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10/29/2025 | 09:52 AM

Signing Complete

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10/29/2025 | 09:53 AM

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10/29/2025 | 09:53 AM

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### **Withdrawing your consent**

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

### **Consequences of changing your mind**

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

### **All notices and disclosures will be sent to you electronically**

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

**How to contact City of Fontana:**

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

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

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

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

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

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

**To withdraw your consent with City of Fontana**

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

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

**Required hardware and software**

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

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

**Acknowledging your access and consent to receive materials electronically**

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

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