

# City of Fontana

8353 Sierra Avenue  
Fontana, CA 92335



## Special Meeting

Ord. No.1976 Reso. No. 2025-104

Wednesday, November 12, 2025

2:00 PM

Grover W. Taylor Council Chambers

## Special 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 McClellan Key - City Clerk*  
*Janet Koehler-Brooks, City Treasurer*

**Welcome to a meeting of the Fontana City Council.**

Welcome to a meeting of the Fontana City Council. 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.

**PUBLIC COMMUNICATION - CLOSED SESSION:**

This is an opportunity for citizens to speak to the City Council for up to 3 minutes on the following Closed Session. The Mayor and City Council reserve the right to adjust this time limit based on the number of speakers who wish to address the Mayor and City Council.

**A. Public Communications - Closed Session**

**CLOSED SESSION:**

**A. 1:30 P.M. CLOSED SESSION**

- A. 1. CONFERENCE WITH LABOR NEGOTIATOR PURSUANT TO GOVERNMENT CODE SECTION 54957.6** [25-0657](#)  
**City Negotiator: John Bakhit, Labor Counsel and Matt Ballantyne, City Manager. Employee Organization: Police Management Association**

**CALL TO ORDER/ROLL CALL:**

**A. Call To Order/Roll Call:**

**INVOCATION/PLEDGE OF ALLEGIANCE:**

- A. Invocation/Pledge of Allegiance:

**PUBLIC COMMUNICATIONS:**

This is an opportunity for members of the public to address the City Council for up to three (3) minutes total on items either on the Agenda or items not on the Agenda, but within the City Council's jurisdiction. Note that Public Hearing items have individual and specific public input opportunities during the public hearing and testimony on those items will only be taken during the public hearing. The Council is prohibited by law from discussing or taking immediate action on non-agendized items. The Mayor and City Council reserve the right to adjust this time limit based on the number of speakers who wish to address the Mayor and City Council.

- 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 Council votes on them, unless a member of the Council requests a specific item be removed from the Consent Calendar for discussion.

**Approve Consent Calendar Items as recommended by staff.**

- A. **Community Partnership: Classic Car Show and Toy Drive** [25-0652](#)

Review and approve special event and funding support in the amount of \$12,001.

**Attachments:** [Attachment No. 1- Car Show Application - Boys & Girls Club & Sonora](#)  
[Attachment No. 2- Fees](#)  
[Attachment No. 3- Map of Car Show](#)

**CITY MANAGER COMMUNICATIONS:**

- A. City Manager Communications

**ELECTED OFFICIALS COMMUNICATIONS/REPORTS:**

- A. Elected Officials Communications/Reports

**ADJOURNMENT:**

- A. Adjournment

Adjourn to the next Regular City Council Meeting on December 9, 2025 at 2:00 p.m. in the Grover W. Taylor Council Chambers located at 8353 Sierra Avenue, Fontana, California.



City of Fontana  
Action Report  
Special City Council Meeting

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**File #:** 25-0657  
**Agenda #:** A.

**Agenda Date:** 11/12/2025  
**Category:** Closed Session

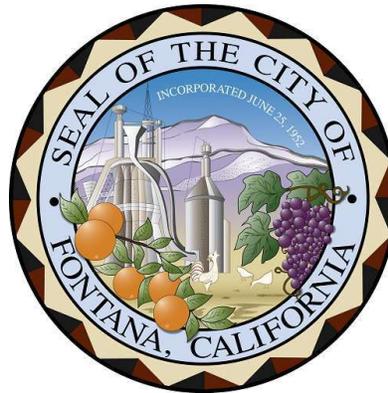
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Closed Session

Wednesday, November 12, 2025

1:30 P.M.

City Hall - Executive Conference Room



City Council

Acquanetta Warren, Mayor

Peter Garcia, Mayor Pro Tem

John Roberts, Council Member

Jesus "Jesse" Sandoval, Council Member

Phillip W. Cothran., Council Member



# City of Fontana

8353 Sierra Avenue  
Fontana, CA 92335

## Action Report

### Special City Council Meeting

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**File #:** 25-0652

**Agenda #:** A.

**Agenda Date:** 11/12/2025

**Category:** Consent Calendar

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**FROM:**

City Manager's Office

**SUBJECT:**

Community Partnership: Classic Car Show and Toy Drive

**RECOMMENDATION:**

Review and approve special event and funding support in the amount of \$12,001.

**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 the Boys & Girls Club of Fontana and Sonora Smog Check & Auto Registration.

The details of the event are below:

Event: Classic Car Show and Toy Drive

Date: Sunday, December 14, 2025

Time: 10:00 a.m. to 3:00 p.m.

Location: Spring Street, between Sierra Avenue and Juniper Avenue

This event will feature a classic car show and food vendors. All vendors must have a Certificate of Insurance (COI), City of Fontana Business License, and a San Bernardino County Health Permit. Any organizer must provide a COI naming the City of Fontana as an additional insured. The total amount requested for services is \$12,001. This includes the staffing costs for Public Works, Community Services, and Police Departments and application fee.

**FISCAL IMPACT:**

Approval of this special event request will result in funding support for in-kind services of \$12,001 for FY 2025/26.

**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.

### What type of Event are you planning?

- Public Meeting, assembly, rally, demonstration or commercial or community parade **with no** street closures  
*Must be submitted at least 14 days in advance and not more than one year in advance*
- Public Meeting, assembly, rally, demonstration or commercial or community parade **with** street closures  
*Must be submitted at least 90 days in advance and not more than one year in advance*
- A Special Event, celebration, concert or festival  
*Must be submitted at least 90 days in advance and not more than one year in advance*
- For all other organized activities or events  
*Must be submitted at least 90 day in advance and not more than six months in advance*

### Submitting a Special Event Application

1. Complete the Special Event Application and all appropriate paperwork **no less than 90 calendar days in advance and no more than six months in advance of the proposed use. All other organized activities: no less than (14) calendar days in advance and no more than one year in advance**
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. Special Event Application will not be reviewed if \$27 fee is not paid for
4. 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 approved as deemed necessary by the Community Services Department within 14days.
5. **Fees:** Once an application is approved, the applicant shall pay the remainder fees associated with your event request, no less than 30 calendar days in advance of the proposed use.
6. **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.
7. 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:

1. The applicant failed to file the application in a timely manner
2. The applicant fails to submit all necessary paperwork within the appropriate time frame
3. The park, public area, or public facility is not available for the requested use at the time specified by the applicant
4. 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
5. 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
6. When a hazardous condition threatens or reasonably might threaten participants, spectators, City staff, or any person or property
7. 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@fontanaca.gov](mailto:Events@fontanaca.gov) or 909.349.6900

\* For a full listing of Special Events Guidelines please visit [Events.FontanaCA.Gov](http://Events.FontanaCA.Gov)

**Special Event Application**

This Special Event Application is required 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 thereof, 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 though recreation, service or entertainment based activities.

**Special Events Checklist:**

- \$27.00 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 TMS

**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>Classic Car Show</u>	
Type of Event: <u>Car show   Toy Drive</u>	
Date of Event: <u>12/14/2025</u>	<input checked="" type="checkbox"/> New Event <input type="checkbox"/> Returning Event; # of years offered: _____
Proposed Starting Time: <u>10:00 am</u>	Proposed Ending Time: <u>3:00 pm</u>
Set Up Time: <u>8:00 AM</u>	Tear Down Time: <u>4:00 PM</u>
Requested Location (s): <u>Spring Street, between Sierra Avenue &amp; Juniper Avenue</u>	
* If applying for a carnival a separate <b>Application for Carnival, Circuses, Etc.</b> must be filed with the Business Services Division	

Hosting Organization: <u>Boys &amp; Girls Club of Fontana</u>	
Events Chairperson (s) Names (s) <u>Terrie Schneider</u>	
Address: <u>7723 Almeria Avenue, Fontana CA 92335</u>	
Day Phone: <u>909-822-4988 #7</u>	Evening Phone: <u>951-212-4860</u> Fax: _____
Message Phone: <u>909-822-4988 #7</u>	Email Address: <u>bgcfntna@cs.com</u>
Alternate Event Contact: <u>Marlee Anderson</u>	Phone: <u>909-822-4988 #7</u>
Who is the target audience for the activity? <u>families</u>	
Estimated Attendance: <del>150</del> <u>800</u>	Estimated Number of Volunteers/Staff: <u>30</u>



**Special Event Application**

**FEES & ALCOHOL** (Charging of fees or associated fees prohibited, with the exception of Miller Park Amphitheater)

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.  
 "Alcohol" refers to Beer and Wine exclusively. *Liquor/Spirits are not permitted.*

**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 Street, between Sierra Avenue & Juniper Avenue ; from 8:00am to 4:00 pm  
 \_\_\_\_\_  
 \_\_\_\_\_

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:  
 \_\_\_\_\_  
 barricades  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**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:  
 \_\_\_\_\_  
 only during set up and tear down  
 \_\_\_\_\_  
 \_\_\_\_\_

**PARK SITES**

If requesting to use a park site, please indicate the name of the park: ART DEPOT GALL  
If not using the entire park, please indicate specific area of use: PARKING LOT

**EQUIPMENT**

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

<u>EZ-UPS</u>	<u>D/V P/A SYSTEM</u>
<u>TABLES</u>	<u>TRASH BOXES</u>
<u>CHAIRS</u>	

**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: COORDINATORS & VOLUNTEERS Phone #: \_\_\_\_\_  
Trash Removal: \_\_\_\_\_ Phone #: \_\_\_\_\_

**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:

\_\_\_\_\_  
\_\_\_\_\_



Special Event Application

**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: CITY OF FONTANA - PUBLIC WORKS Phone #: \_\_\_\_\_

Number of Restrooms: 1 TRAILER ADA: \_\_\_\_\_

**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:

USE OF SEVILLE AVE SPACES, CITY/STREET / CITY STRUCTURE

Do you have designated handicap parking?  YES  NO

Location: \_\_\_\_\_

**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: FOOD TRUCK FAIRE

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

If YES, types of items for sale: \_\_\_\_\_

**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.**

Terrie Schneider 11/5/2025  
 Applicant Signature (Required) Date  
 Terrie Schneider  
 Applicants Printed Name

CEO  
 Title  
 Boys & Girls Club of Fontana  
 Name of Organization, Department/Division



**EVENT SITE**

Please explain exact location for your event:

*SPRING STREET BETWEEN SIERRA & JUNIPER*

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 ATTACHED*



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

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

**FINAL EVENT APPROVAL:**

- Approved
- Denied
- Approved
- Denied

\_\_\_\_\_  
 Community Services Director

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 City Manager or designated Deputy City Manager

\_\_\_\_\_  
 Date

**For office use only:**

Received (signature/date): \_\_\_\_\_

Approved \_\_\_\_\_

Denied REASON FOR DENIAL: \_\_\_\_\_

# Boys and Girls Club of Fontana/Sonora Smog Check & Auto Registration Car Show

Public Works Street Division	Number of Hours	Rate Per Hour	Total
Crew Leader	5	\$198.60	\$993
3 Maintenance Worker II	15	\$121.25	\$1,818.75
<b>Street Division Total</b>			<b>\$2,811.75</b>

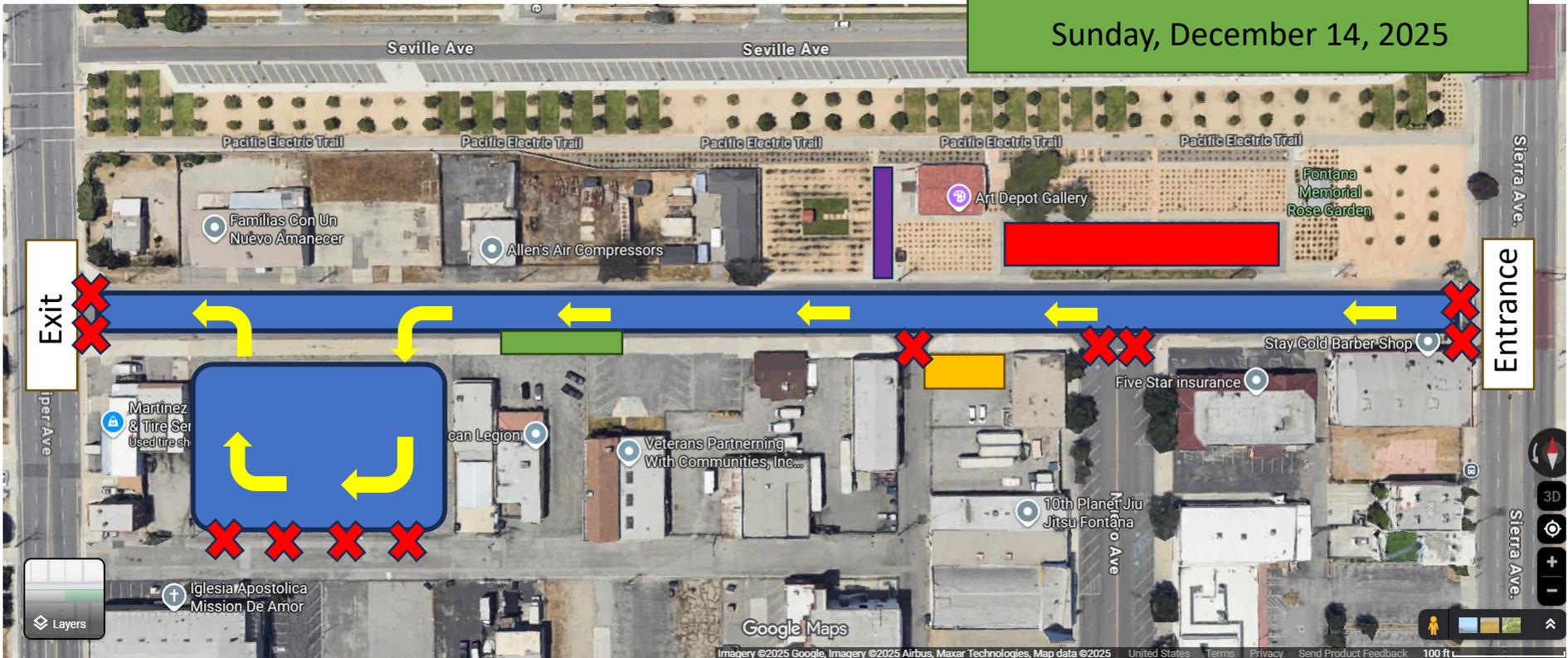
Public Works Parks Division	Number of Hours	Rate Per Hour	Total
Crew Leader	5	\$198.60	\$993.00
4 Maintenance Workers	20	\$121.25	\$2,425.00
<b>Park Division Total</b>			<b>\$3,418.00</b>

Police	Number of Hours	Rate Per Hour	Total
4 Officers	20	\$205.03	\$5,740.84
<b>Police Total</b>			<b>\$5,740.84</b>

Community Services	Number of Hours	Rate Per Hour	Total
Special Events Application			\$30.00
<b>Community Services Total</b>			<b>\$30.00</b>

<b>Grand Total</b>			<b>\$12,000.59</b>
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Toy Drive Car Show  
 Boys and Girls Club  
 Sunday, December 14, 2025



- Car Show
- Car Show Operations/Toy Collection Area
- Porto Potties
- Vendors – Food Trucks
- DJ/Announcements/Entertainment
- ✘ Street Closure