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, comuniquese 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 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:

25-0657

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: Toys for Tots Classic Car Show

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

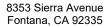
ELECTED OFFICIALS COMMUNICATIONS/REPORTS:

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

File #: 25-0657 Agenda #: A. Agenda Date: 11/12/2025 Category: Closed Session

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

File #: 25-0652
Agenda #: A.

Agenda Date: 11/12/2025
Category: Consent Calendar

FROM:

City Manager's Office

SUBJECT:

Community Partnership: Toys for Tots Classic Car Show

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 though 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 <i>with</i> street closures
Must be submitted at least 90 days in advance and not more than one year in advance
XXA 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. <u>Fees:</u> 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. <u>Insurance:</u> 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 or 909.349.6900



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 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 though recreation, service or entertainment based activities.

Special Events Checklist

X	\$27.00	App	lication	Fee
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Name of Event: Classic Car Show

☑ 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).

Type of Event: Car show Toy Drive
Date of Event: 12/14/2025
Proposed Starting Time: 10:00 am Proposed Ending Time: 3::00 pm
Set Up Time: 8:00 AM Tear Down Time: 4:00 PM
Requested Location (s): Spring Street, between Sierra Avenue & Juniper Avenue
* If applying for a carnival a separate Application for Carnival, Circuses, Etc. must be filed with the Business Services Division
Hosting Organization: Boys & Girls Club of Fontana
Events Chairperson (s) Names (s) Terrie Schneider
Address: 7723 Almeria Avenue, Fontana CA 92335
Day Phone: 909-822-4988 #7 Evening Phone: 951-212-4860 Fax:
Message Phone: 909-822-4988 #7 Email Address: bgcfntna@cs.com
Alternate Event Contact: Marlee Anderson Phone: 909-822-4988 #7
Who is the target audience for the activity? familes
Estimated Attendance: Estimated Number of Volunteers/Staff: 30

^{*} For additional information: events@fontanaca.gov | 909.349.6900





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

TEES & ALCOHOL (Charging of fees or associated fees provided, 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 X NO Who will the proceeds benefit?
Are you requesting that alcohol be served? TYES X NO Will alcohol be sold on site? YES XNO
ALCOHOL: Serving alcohol is subject to approval pursuant to section 16-17 of the Municipal Code. "Alcohol" refers to Beer and Wine exclusively. <i>Liquor/Spirits are not permitted</i> .
STREET CLOSURES
Are you requesting that any public streets be closed for this event/activity?
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?
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: Alt DEPOT CLAU If not using the entire park, please indicate specific area of use:
— Hot using the entire park, please mulcate specific area of use. PARKING LOT
EQUIPMENT
Please provide a list of equipment and quantities that will be at your event: $ \frac{EZ-UPS}{D} = \frac{D}{V} \frac{P}{P} \frac{A}{SYSTEM} $
TABLES TRASH BOXES
CHAIRS
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 OF 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?
If YES, please indicate the type(s) of vehicles and the locations and times they would be driven:

Name of Organization, Department/Division



Applicants Printed Name

PORTABLE RESTROOMS	
Will additional portable restrooms be brought to the event site?	ES NO
If YES, please name the company bringing the portable restrooms: (Mus	t submit a copy of insurance information)
Company Name: CPTY OF FONTAMA - PUBLIC WORK	Phone #:
Number of Restrooms: / TRAILER	ADA:
EVENT PARKING	
Sufficient parking must be planned and designated depending upon the twhat areas you plan on utilizing for participant/attendee parking: ### SEVILLE AVE SPACES, CITY/- Do you have designated handicap parking? ### YES INO	
Location:	
FOOD & OTHER VENDORS	
Food vendors must contact San Bernardino Count Public Health in adva guidelines. The event organizer shall obtain copies of temporary food se event. In addition, all vendors selling food or other products must have a	ervice licenses from food vendors prior to the
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: Please provide a menu of the food you will be serving: Food Telegraphs	For Profit Non-Profit
Please provide a menu of the food you will be serving: 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 Servi application upon the conclusion of the review period by City Depar	
Jerres house 11/5/2025	CEO
Applicant Signature (Required) Date Terrie Schneider	Title Boys & Girls Club of Fontana



EVENT SITE

Please explain exact location SPRIM	for your event: STREET BETWEEN SIERRA & JUNIPER
A map of the event site is rec street closures, parade or run your map to the application u	uired and should indicate event layout with proposed attractions, recommended walk routes, etc. Please draw your map in the space provided below, or attach pon submittal.
SEE	ATTACHED

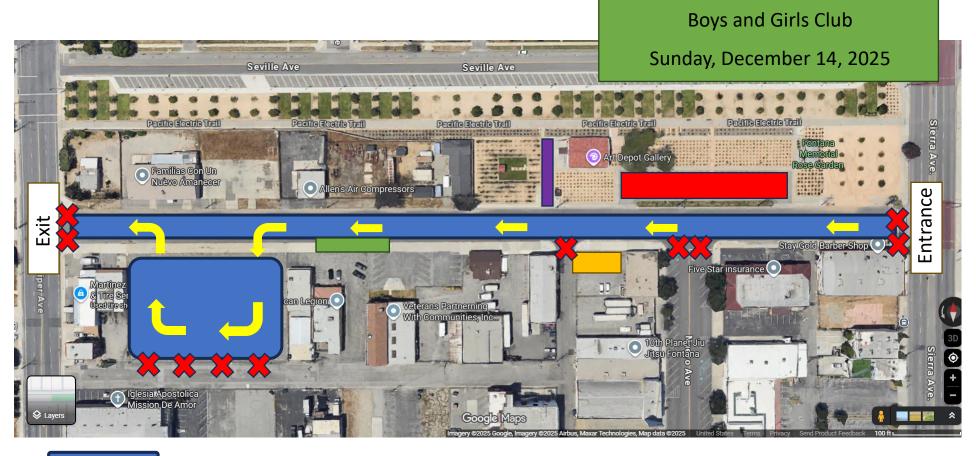


City of Fontana <u>DEPARTMENT ROUTING SHEET</u> (For internal use only)

Department/Division	Recommendation	Estimated Cost	Signature	Comments
Building & Safety	☐ Approved ☐ Denied	\$		
Planning	☐ Approved ☐ Denied	\$		
Police	☐ Approved ☐ Denied	\$		
Public Works	☐ Approved ☐ Denied	\$		
Fire	☐ Approved ☐ Denied	\$		
Human Resources/ Risk Management	☐ Approved ☐ Denied	\$		
Engineering	☐ Approved ☐ Denied	\$		
Community Services	☐ Approved ☐ Denied	\$		
City Clerk's Office	☐ Approved ☐ Denied	\$		
Business Licensing	☐ Approved ☐ Denied	\$		
Media Support Services	☐ Approved ☐ Denied	\$		
	☐ Approved ☐ Denied	\$		
	☐ Approved ☐ Denied	\$		
Total Estimated Revenue				
Total Estimated Cost to Ci	ty Departments: \$			
FINAL EVENT APPRO	OVAL:			
☐ Approved ☐ Denied ☐ Approved ☐ Denied	Community Services			Date
	City Manager or designated Deputy City Manager Date			Date
Received (signature/date): Approved		For office use	only:	
Denied REASO	N 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
Street Division Total			\$2,811.75
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
Park Division Total			\$3,418.00
Police	Number of Hours	Rate Per Hour	Total
Police 4 Officers	Number of Hours	Rate Per Hour \$205.03	Total \$5,740.84
4 Officers			\$5,740.84
4 Officers			\$5,740.84
4 Officers Police Total			\$5,740.84
4 Officers Police Total Community Services			\$5,740.84 \$5,740.84
4 Officers Police Total Community Services Special Events Application			\$5,740.84 \$5,740.84 \$30.00
4 Officers Police Total Community Services Special Events Application			\$5,740.84 \$5,740.84 \$30.00



Toy Drive Car Show



Car Show Operations/Toy Collection Area

Porto Potties

Vendors – Food Trucks

DJ/Announcements/Entertainment

