

City of Fontana

8353 Sierra Avenue
Fontana, CA 92335



Regular Agenda

Next Reso. No. FCF 2021-004

Tuesday, October 12, 2021

7:00 PM

Gover W. Taylor Council Chambers

Community Foundation

Acquanetta Warren - Foundation Chairperson

Philip Burum - Foundation Vice-President

John B. Roberts - Board Member

Jesus "Jesse" Sandoval - Board Member

Phillip Cothran - Board Member

Peter A. Garcia - Board Member

Vacant - Foundation Treasurer

Tonia Lewis - Foundation Secretary

Welcome to the Fontana Community Foundation Meeting!

Welcome to the City of Fontana Community Foundation Meeting. A complete agenda packet is located in the binder on the table in the lobby of the Grover W. Taylor Council Chambers 8353 Sierra Avenue Fontana, CA 92335. To address the Foundation, 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 Foundation Clerk. Your name will be called when it is your turn to speak. In compliance with Americans with Disabilities Act, the Grover W. Taylor Council Chambers 8353 Sierra Avenue Fontana, CA 92335 is wheelchair accessible, and a portable microphone is available. 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 in the Grover W. Taylor Council Chambers 8353 Sierra Avenue Fontana, CA 92335.

Traducción en Español disponible a petición. Favor de notificar al Departamento "City Clerk". Para mayor información, favor de marcar el número (909) 350-7602.

CALL TO ORDER/ROLL CALL:

- A. 7:00 P.M. Call the Meeting to Order

PUBLIC COMMUNICATIONS:

This is an opportunity for citizens to speak to the Foundation 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. Does any member of the public wish to address the Foundation regarding any item on the Consent Calendar before the vote is taken?

- A. **Approval of Minutes** [21-956](#)

Approve the minutes of the June 22, 2021, Regular Fontana Community Foundation Meeting.

Attachments: [Minutes - Fontana Community Foundation 6.22.2021](#)

- B. **Resolution of the Board of Directors of Fontana Community Foundation authorizing the Executive Director to enter into/issue Contracts, Grants, and Instruments** [21-952](#)

Adopt **Resolution No. FCF 2021- _____** a Resolution of the Board of Directors of Fontana Community Foundation authorizing the Executive Director to enter

into/issue Contracts, Grants, and Instruments.

Attachments: [Resolution-Spending Authority](#)

ELECTED OFFICIALS COMMUNICATIONS/COMMITTEE REPORTS:

- A. Elected Officials Communications/Committee Reports

EXECUTIVE DIRECTOR'S COMMUNICATIONS:

- A. Executive Director's Communications

ADJOURNMENT:

- A. Adjournment



City of Fontana

8353 Sierra Avenue
Fontana, CA 92335

Action Report

Community Foundation

File #: 21-956
Agenda #: A.

Agenda Date: 10/12/2021
Category: Consent Calendar

FROM:
City Clerk

SUBJECT:
Approval of Minutes

RECOMMENDATION:
Approve the minutes of the June 22, 2021, Regular Fontana Community Foundation Meeting.

COUNCIL GOALS:

- To create a team by working together to provide stability and consistent policy direction.
- To create a team by communicating Goals and Objectives to all sectors of the community.

DISCUSSION:
The Fontana Community Foundation will consider approval of the minutes of the June 22, 2021, Regular Fontana Community Foundation Meeting. The draft minutes are attached to this report for Authority review and approval.

FISCAL IMPACT:
None

MOTION:
Approve staff recommendation.

**MINUTES OF THE CITY OF FONTANA
REGULAR COMMUNITY FOUNDATION MEETING
June 22, 2021
AVAILABLE REMOTELY / GROVER W. TAYLOR CHAMBERS**

CALL TO ORDER/ROLL CALL:

A. 7:00 P.M. Call the Meeting to Order

The Regular Meeting of the Fontana Community Foundation was held both remotely and in the Grover W. Taylor Council Chambers, 8353 Sierra Avenue, Fontana, California on Tuesday, June 22, 2021. Chairperson Warren called the meeting to order at 7:03 p.m.

ROLL CALL:

Present: Chairperson Warren, Board Members Cothran, Garcia, Roberts, and Sandoval.

Absent: None

PUBLIC COMMUNICATIONS:

A. Public Communications

There were no public communications received.

CONSENT CALENDAR:

ACTION: Motion was made by Board Member Garcia and Seconded by Board Member Roberts, and passed by a vote of 5-0 to approve Consent Calendar Items "A-B" (AYES: Warren, Cothran, Garcia, Roberts, Sandoval; NOES: None) as follows:

A. Approval of Minutes

Approve the Minutes of the June 8, 2021, Regular Fontana Community Foundation Meeting.

B. Appointment of Officer for the Fontana Community Foundation

Adopt **Resolution No. FCF 2021-003**, approving the appointment of the following individual as Officer of the Fontana Community Foundation:

- Phil Burum, Foundation Vice-President

ELECTED OFFICIALS COMMUNICATIONS/COMMITTEE REPORTS:

A. Elected Officials Communications/Committee Reports

There were no Elected Official communications received.

EXECUTIVE DIRECTOR'S COMMUNICATIONS:

A. Executive Director's Communications

There were no Executive Director communications received.

ADJOURNMENT:

The Fontana Community Foundation meeting was adjourned by consensus at 12:09 a.m.

Tonia Lewis
City Clerk

Acquanetta Warren
Chairperson



City of Fontana

8353 Sierra Avenue
Fontana, CA 92335

Action Report

Community Foundation

File #: 21-952

Agenda #: B.

Agenda Date: 10/12/2021

Category: Consent Calendar

FROM:

City Manager's Office

SUBJECT:

Resolution of the Board of Directors of Fontana Community Foundation authorizing the Executive Director to enter into/issue Contracts, Grants, and Instruments

RECOMMENDATION:

Adopt **Resolution No. FCF 2021- _____** a Resolution of the Board of Directors of Fontana Community Foundation authorizing the Executive Director to enter into/issue Contracts, Grants, and Instruments.

COUNCIL GOALS:

- To create a team by working together to provide stability and consistent policy direction.
- To practice sound fiscal management by developing long-term funding and debt management plans.
- To promote economic development by striving to constantly improve the city's competitiveness.

DISCUSSION:

The Fontana Community Foundation is a non-profit organization, organized for the purpose of, lessening the burdens of government by aiding and assisting in the implementation, improvement, and maintenance of public services that preserve and promote the health and welfare and education of local citizenry of the City of Fontana.

To accomplish this purpose, the Foundation seeks to receive, invest, and utilize funds and property acquired through the solicitation of contributions, donations, grants, gifts, bequests, and the like.

Pursuant to Section 8.5 of the Foundation's bylaws, the Board of Directors may authorize any officer or agent of the Foundation to enter any contract or sign any instrument on behalf of the Foundation.

The attached resolution would implement Foundation bylaws to provide the Executive Director authority to act in accordance with the Foundation bylaws and best practices to ensure the smooth and efficient operation of the Community Foundation.

Accordingly, staff recommends the Board of Directors authorize the Executive Director to enter into any contract, sign any instrument, and issue any grants on behalf of the Foundation without the

Board of Director's approval as long as the following criteria are met:

1. The contract, instrument or grant does not exceed \$20,000
2. The contract, instrument or grant is consistent with the Foundation's purpose
3. The recipient of the contract, instrument or grant is not related to any officer, director, employee, or donor to the organization.

The attached resolution has been modeled after City of Fontana Resolution No. 2019-127 that authorizes the City Manager and Deputy City Manager to procure goods and services and settle claims on behalf of the City of Fontana.

FISCAL IMPACT:

At this time, there are no direct or indirect costs associated with the proposed resolution; the Executive Director's spending authority would be exercised in accordance with the Foundation-approved budget.

MOTION:

Approve staff recommendation.

RESOLUTION NO. _____

A RESOLUTION OF BOARD OF DIRECTORS OF FONTANA COMMUNITY FOUNDATION AUTHORIZING EXECUTIVE DIRECTOR TO ENTER INTO/ISSUE CONTRACTS, GRANTS, AND INSTRUMENTS

WHEREAS, the Fontana Community Foundation (“Foundation”) is a California Non-Profit organization, organized for the purpose of, *inter alia*, lessening the burdens of government by aiding and assisting in the implementation, improvement, and maintenance of public services that preserve and promote the health and welfare and education of local citizenry of the City of Fontana; and

WHEREAS, in order to accomplish this purpose, the Foundation seeks to receive, invest, and utilize funds and property acquired through the solicitation of contributions, donations, grants, gifts, bequests and the like; and

WHEREAS, the Foundation has retained an Executive Director, who is in charge of running the day-to-day operations of the Foundation, consistent with the Foundation’s Articles of Incorporation, its By Laws, and all resolutions, as each may be amended from time to time; and

WHEREAS, pursuant to Section 8.5 of the Foundation’s By Laws, the Board of Directors may authorize any officer or agent of the Foundation to enter into any contract or sign any instrument on behalf of the Foundation; and

WHEREAS, in order to facilitate the orderly and efficient operation of the Foundation, the Board of Directors desires to authorize the Executive Director enter into any contract, sign any instrument, and issue any grants on behalf of the Foundation without the Board of Director’s prior approval, so long as: (1) the contract, instrument, or grant does not exceed Twenty Thousand Dollars (\$20,000.00); (2) the contract, instrument, or grant is consistent with the Foundation’s purpose; and (3) the recipient of the contract, instrument, or grant is not related to any officer, director, employee, or donor to the organization.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE FONTANA COMMUNITY FOUNDATION, that pursuant to 8.5 of the By Laws, the Executive Director shall hereby be authorized to enter into any contract, sign any instrument, and issue any grants on behalf of the Foundation without the Board of Director’s prior approval, so long as: (1) the contract, instrument, or grant does not exceed Twenty Thousand Dollars (\$20,000.00); (2) the contract, instrument, or grant is consistent with the Foundation’s purpose; and (3) the recipient of the contract, instrument, or grant is not related to any officer, director, employee, or donor to the organization.

BE IT FURTHER RESOLVED, any checks, draft promissory notes, or orders for the payment of money associated with any contract, instrument, or grant entered into or

issued by the Executive Director shall be signed by the Treasurer and co-signed by the President of the Foundation, consistent with Section 4.1.4 of the Foundation's By Laws.

READ AND APPROVED AS TO LEGAL FORM:

City Attorney

I, Tonia Lewis, City Clerk of the City of Fontana, California, and Ex-Officio Clerk of the City Council, do hereby certify that the foregoing Resolution is the actual Resolution duly and regularly adopted by the Community Foundation of said City at a regular meeting thereof, held on October 12, 2021, by the following vote to-wit:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAIN:**

City Clerk

Mayor

ATTEST:

City Clerk