

**MINUTES OF THE CITY COUNCIL
OF THE CITY OF FONTANA
REGULAR CITY COUNCIL MEETING
December 11, 2018**

CALL TO ORDER/ROLL CALL:

A. 6:00 P.M. Call the Meeting to Order

The Regular Meeting of the Fontana City Council was held on Tuesday, December 11, 2018, in the Grover W. Taylor Council Chambers at 8353 Sierra Avenue, Fontana, California. Mayor Warren called the meeting to order at 6:18 p.m.

ROLL CALL:

Present: Mayor Warren, Mayor Pro Tem Roberts, Council Members Tahan, Sandoval and Armendarez.

Absent: None.

INVOCATION/PLEDGE OF ALLEGIANCE:

Following the Invocation by Pastor David Zamora, Living Way Christian Fellowship, and the Presentation of Colors by the Fire and Police Honor Guard, the Pledge of Allegiance was led by Council Member Armendarez.

The National Anthem was performed by Musician/Vocalist/ Performer Chris Baylon.

ELECTION RESULTS:

A. Certification of Election Results

ACTION: Motion was made by City Council Member Tahan, seconded by Council Member Armendarez, and passed unanimously by a vote of 5-0 to Certify the Election Results (AYES: Warren, Roberts, Tahan, Sandoval and Armendarez: NOES: None) as follows:

Adopt **Resolution No. 2018-108** of the City Council of the City of Fontana, California, reciting the facts of the General Municipal Election held on November 6, 2018, and declaring the results thereof and such other matters as provided by law.

City Council Member Tahan thanked everyone for their support over the past eight years that he served on the City Council and then left the dais.

B. Music Performance by Chris Baylon

Vocalist Chris Baylon performed.

C. Oaths of Affirmation of Allegiance

San Bernardino County Supervisor Janice Rutherford administered the Oath of Affirmation of Allegiance to City Clerk Tonia “Toni” Lewis.

Mayor Warren administered the Oath of Affirmation of Allegiance to City Treasurer Janet Koehler-Brooks.

Mayor Warren administered the Oath of Affirmation of Allegiance to City Council Member John Roberts.

Mayor Warren administered the Oath of Affirmation of Allegiance to City Council Member Phillip Cothran.

San Bernardino County Supervisor Josie Gonzales administered the Oath of Affirmation of Allegiance to Mayor Acquanetta Warren.

D. Reception Break to Honor Newly Elected Officials

Mayor Warren announced that there would be a short break to honor the newly Elected Officials at a reception in the Executive Conference Room.

The meeting reconvened at 7:28 p.m.

City Council Member Phillip Cothran took his seat at the dais.

SPECIAL PRESENTATIONS:

A. Special Recognition of Fontana Resident Lois Williams

Mayor Warren announced that the special presentation would be rescheduled to a future Council Meeting.

PUBLIC COMMUNICATIONS:

A. Public Communications

James Tester congratulated the newly elected officials and spoke on the construction of a flood control channel.

Gloria Martinez congratulated Phillip Cothran and spoke on the lack of work force available for companies in Fontana.

Kyle Crowther congratulated the newly elected officials and presented the City Council with a certificate of recognition on behalf of the West Valley Water Board.

Daniel Vasquez congratulated the newly elected officials and thanked all the sponsors for feeding the community event. Mr. Vasquez spoke on a dinner that will be provided to those in need on December 23, 2018, at 6:00 p.m.; more information is available at www.calvaryfontana.com.

Roberto Aguirre asked for assistance in helping those in need and thanked Council Member Armendarez for his support. Mr. Aguirre also spoke on the lack of sidewalks on Slover Avenue.

Francis Hernandez thanked the City Council for their support of the Boys and Girls Club.

Janeth Rodriguez congratulated the newly elected officials and looks forward to working with them. Ms. Rodriguez also spoke on spring registration at Chaffey College.

Matthew Slowik congratulated City Clerk Lewis, City Treasurer Koehler-Brooks, Council Member Roberts, Council Member Cothran, and Mayor Warren on their election. Mr. Slowik spoke on the changes in the City's prosperity ranking and praised the City Council for their hard work.

Pastor Emory James congratulated the newly elected officials and spoke on the Martin Luther King Jr. celebration to be held on January 18, 2019, at the Steelworkers' Auditorium.

CONSENT CALENDAR:

ACTION: Motion was made by Mayor Pro Tem Roberts, seconded by Council Member Cothran, and passed unanimously by a vote of 5-0 to approve Consent Calendar Items "A-Z" (AYES: Warren, Roberts, Cothran, Sandoval and Armendarez: NOES: None) as follows:

A. Approval of Minutes

Approve the Minutes of the November 27, 2018 Regular City Council Meeting.

B. Adoption of Ordinance No. 1783

Second Reading/ Adopt **Ordinance No. 1783** Authorizing the Levy of a Special Tax within Community Facilities District No. 92M.

C. Adoption of Ordinance No. 1784

Second Reading/ Adopt **Ordinance No. 1784**, an Ordinance of the City of Fontana approving Zone Change No. 17-005, a request to change approximately 32.3 adjusted gross acres which includes the proposed warehouse site (APN: 0235-211-11 and -12) and the adjacent parcels (APN: 0235-211-01, -02 and -09) from General Commercial (C-2) to Light Industrial (M-1).

D. Adoption of Ordinance No. 1785

Second Reading/ Adopt **Ordinance No. 1785**, an Ordinance of the City of Fontana approving Zone Change No. 17-002, a zone change to the Zoning District Map to

change approximately 4.8 adjusted gross acres of property from Light Industrial (M-1) to General Industrial (M-2) for a site located at 10644, 10654, 10670, and 10694 Tamarind Avenue (Assessor's Parcel Numbers: 0256-011-05, -06, -07, and -08).

E. Accept Donation From Bel-Air Swap-Meet, Inc.

Accept donation from Bel-Air Swap-Meet, Inc. in the amount of \$5,000.00 for use towards the 2018 Festival of Winter.

F. Accept Donation From Fontana Foundation of Hope

Accept donation from Fontana Foundation of Hope in the amount of \$5,000.00 for use toward the 2018 Festival of Winter.

G. Accept Donation from the Universal Surveillance Systems Foundation (USS Foundation)

Accept food donations from the USS Foundation valued at \$4,096.00 for the Thanksgiving Meal Giveaway.

H. Acceptance of Final Map for Tract No. 20153 within the Summit at Rosena Specific Plan located at the northwest corner of Sierra Avenue and Summit Avenue

Accept Final Map for Tract No. 20153 located at the northwest corner of Summit Avenue and Sierra Avenue within the Summit at Rosena Specific Plan; accept as public dedicated streets and easements; and authorize the City Manager to enter into a Subdivision Agreement with the subdivider.

I. Adoption of a Resolution to Revise the City-wide Records Retention Schedule specific to Police Department Records

Adopt **Resolution No. 2018-109** of the City Council of the City of Fontana, revising the Records and Retention Schedule for the retention and destruction of obsolete Police Administration records and rescinding all other previous actions regarding Police Administration records.

J. Approve an Administrative Agreement: Law Enforcement Jurisdiction and Criminal Investigations at Chaffey College

1. Approve an Administrative Agreement: Law Enforcement Jurisdiction and Criminal Investigations with Chaffey College as required under Education Code Section 67381, the Kristen Smart Campus Safety Act of 1998 and the Violence Against Women Act of 2014;

2. Authorize the Chief of Police to sign the Agreement, all related documents and any amendments to continue this cooperative agreement as long as it is in the best interest of the City of Fontana.

K. Approve a Cooperative Agreement with City of Ontario for the Etiwanda Avenue and Slover Avenue/Airport Drive Intersection Project

1. Approve and authorize the City Manager to execute a Cooperative Agreement with the City of Ontario for the Etiwanda Avenue and Slover Avenue/Airport Drive Intersection

Project.

2. Approve and authorize the City Manager to execute any future utility agreements, license agreements and other related agreements to this project.

L. Approve Contracts and the Purchase of Furniture and Storage Equipment for the Police Department

1. Authorize the Purchasing Office to piggy-back using County of San Bernardino Contract 16-156 with G/M Business Interiors and California Multiple Award Schedule (CMAS) Contract 4-14-71-0021F with McMurray Stern Inc. to purchase, deliver, and install office furniture and storage equipment;

2. Authorize the Purchasing Office to issue purchase orders by City Departments with G/M Business Interiors and McMurray Stern, Inc. on an as-needed basis for the term of the Contracts.

M. Approve Release Contract of K-9 Unit Dog “Kaiser” and accompanying K-9 Equipment to the Fontana Police K-9 Pals

Approve Contract No. MS-195-PD-19 between the City of Fontana and the Fontana Police K-9 Pals to release K-9 dog “Kaiser” to the Fontana Police K-9 Pals.

N. Approve Crossing Guard Service Agreement Amendments between Fontana Unified School District, Etiwanda School District, and the City of Fontana

1. Approve Amendment No. 2 of the Crossing Guard Service Agreement with Fontana Unified School District (FUSD), Etiwanda School District (ESD), and the City of Fontana (COF) adding crossing guard service location at Oleander Ave. and Orange Way (FUSD);

2. Approve Amendment No. 3 of the Crossing Guard Service Agreement with (FUSD), (ESD), and (COF) renewing year three (3) of the contract at the new rate of \$17.84 per hour due to state minimum wage increases;

3. Approve Amendment No. 4 of the Crossing Guard Service Agreement with (FUSD), (ESD), and (COF) removing crossing guard service location at Beech and S. Highland Ave. (ESD), and adding crossing guard service location at Juniper Ave. and Ramona Ave (FUSD);

4. Approve a recurring appropriation from General Fund #101 to 40403101.8130 to provide for the additional service locations and the annual contract increase over the prior year in the amount of \$31,425.00.

O. Annual Report on Development Impact Fees

Adopt **Resolution No. 2018-110** of the City Council of the City of Fontana, approving the Annual Report on Development Impact Fees and making findings as to unexpended funds.

P. Award Bid for Construction Surveying and Staking Services for the Foothill

Boulevard from Oleander Avenue to 600 feet east of Cypress Avenue Street Improvement Project

1. Award and authorize the City Manager to execute a Professional Services Agreement in the amount of \$67,286.00 with IMEG Corporation for Construction Surveying and Staking Services for the Foothill Boulevard from Oleander Avenue to 600 feet east of Cypress Avenue Street Improvement Project (SQ-07-DE-19), Federal I.D. No. ATPL-5307(021).

2. Approve and authorize the City Manager to execute any future amendments to the Professional Services Agreement.

Q. Award a Construction Contract for the Fontana Auto Center Monument Project

1. Award and authorize the City Manager to execute a construction contract with Horizons Construction Co. International, Inc. for the construction of the Fontana Auto Center Monument Project in the amount of \$797,000.00 and authorize a 10% contingency in the amount of \$79,700.00 (Bid No. SB-35-DE-19).

2. Approve an appropriation of \$90,000.00 from Capital Reinvestment Fund 601 to the Fontana Auto Center Monument Project No. 3349.

R. Award Contract for a Comprehensive Update to the City Sign Code

Award bid and authorize the City Manager to enter into a contract with MIG Inc. in the amount of \$59,650.00 for the purpose of preparing a Comprehensive Revision of the Advertising and Sign Provisions of the Fontana Municipal Code and a 15% contingency in the amount of \$8,948 (SP-94-DS-18).

S. Award a Professional Services Agreement for Geotechnical Engineering and Materials Testing Services for the Foothill Boulevard from Oleander Avenue to 600 feet east of Cypress Avenue Street Improvement Project

1. Award and authorize the City Manager to execute a Professional Services Agreement in the amount of \$28,722.00 with Geocon West Inc. for Geotechnical Engineering and Materials Testing Services for the Foothill Boulevard from Oleander Avenue to 600 feet east of Cypress Avenue Street Improvement Project (SQ-06-DE-19), Federal I.D. No. ATPL-5307(021).

2. Approve and authorize the City Manager to execute any future amendments to the Professional Services Agreement.

T. Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2018

Approve the City of Fontana's Comprehensive Annual Financial Report (CAFR) for Fiscal Year ended June 30, 2018.

U. CCTV Camera Upgrade for Fontana Community Senior Center

Approve and authorize the Information Technology Department to issue a purchase order to Vector Resources, Inc. in the amounts of \$57,019.82 for the replacement and upgrade of the CCTV security cameras and needed cabling at the Fontana Community Senior Center.

V. Design, Right of Way and Construction Amendments for I-10/Citrus and I-10/Cherry Interchanges

1. Approve Amendment No. 3 to the Plans, Specifications and Estimate Cooperative Agreement No. C08053 between the City of Fontana, San Bernardino County Transportation Authority (SBCTA), and the County of San Bernardino for the I-10/Citrus Avenue Interchange project to extend the term of the agreement to December 31, 2020.
2. Approve Amendment No. 3 to the Right of Way Cooperative Agreement No. C10192 between the City of Fontana, San Bernardino County Transportation Authority (SBCTA), and the County of San Bernardino for the I-10/Citrus Avenue Interchange project to extend the term of the agreement to December 31, 2020.
3. Approve Amendment No. 3 to the Construction Cooperative Agreement No. C11092 between the City of Fontana, San Bernardino County Transportation Authority (SBCTA), and the County of San Bernardino for the I-10/Citrus Avenue Interchange project to extend the term of the agreement to December 31, 2020.
4. Approve Amendment No. 3 to the Plans, Specifications and Estimate Cooperative Agreement No. C08055 between the City of Fontana, San Bernardino County Transportation Authority (SBCTA), and the County of San Bernardino for the I-10/Cherry Avenue Interchange project to extend the term of the agreement to December 31, 2020.
5. Approve Amendment No. 4 to the Right of Way Cooperative Agreement No. C10191 between the City of Fontana, San Bernardino County Transportation Authority (SBCTA), and the County of San Bernardino for the I-10/Cherry Avenue Interchange project to extend the term of the agreement to December 31, 2020.
6. Approve Amendment No. 5 to the Construction Cooperative Agreement No. C11091 between the City of Fontana, San Bernardino County Transportation Authority (SBCTA), and the County of San Bernardino for the I-10/Cherry Avenue Interchange project to extend the term of the agreement to December 31, 2020.

W. Dissolution of the Corridor Design Authority (210 Foothill Freeway) Joint Powers Authority

Adopt **Resolution No. 2018-111**, a Resolution of the City Council of the City of Fontana dissolving the Corridor Design Authority And terminating the Authority's Joint Exercise Of Powers Agreement.

X. Resolution of Intent to form Community Facilities District No. 87 (El Paseo)

1. Adopt **Resolution No. 2018-112** of the City Council of the City of Fontana of Intention to Establish a Community Facilities District and to Authorize the Levy of Special Taxes.
2. Adopt **Resolution No. 2018-113** of the City Council of the City of Fontana to Incur Bonded Indebtedness of the Proposed City of Fontana Community Facilities District No. 87 (El Paseo).

Y. Resolution Adopting the Updated Part-Time, Police Benefit Association, and Management Confidential Salary Tables

Adopt **Resolution No. 2018-114**, approving all Salary Tables due to minimum wage

increase and updated classification and salary range changes.

Z. Settlement Agreement between the City of Fontana and Prime Point Property Corp.

Approve a Settlement Agreement between the City of Fontana and Prime Point Property Corp regarding the use of properties located at 9987 Fontana Avenue, 10010 Beech Avenue, 15132 Valley Boulevard and 15252 Valley Boulevard (APN's: 0235-072-01, 04, 07, 08; 0235-063-11).

PUBLIC HEARINGS:

A. Quarterly Lien Action for Delinquent Sewer, Rubbish and Weed Abatement Accounts

Mayor Warren opened Public Hearing Item PH-A

Accounting Manager Dawn Brooks provided the staff report.

Crystal Valdez requested that her property be removed from the list as her account was paid in full.

Henry Aguilar spoke about payments he's made on the property that he inherited from his grandmother.

The Public Hearing was closed.

ACTION: Motion was made by Council Member Cothran, seconded by Council Member Armendarez, and passed unanimously by a vote of 5-0 to approve Public Hearing Item "A " (AYES: Warren, Roberts, Cothran, Sandoval and Armendarez: NOES: None) as follows:

1. Authorize staff to complete and record lien notices against real property for those sewer accounts sixty days or more delinquent as described in the Certified Lien List and direct staff to forward recorded liens to the County for collection.
2. Authorize staff to complete and record liens against real property for those rubbish accounts more than ninety days delinquent as described in the certified Lien List and direct staff to forward recorded liens to the County for collection.
3. Adopt **Resolution No. 2018-115** 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.

UNFINISHED BUSINESS:

A. Ordinance re City Council, Mayor, City Clerk and City Treasurer Salary and Auto Benefits

No one spoke in favor or opposition.

ACTION: Motion was made by Council Member Armendarez, seconded by Mayor Pro Tem Roberts, and passed unanimously by a vote of 5-0 to approve Unfinished Business Item "A" (AYES: Warren, Roberts, Cothran, Sandoval and Armendarez: NOES: None) as follows:

Waive further reading and conduct a Second Reading/ Adopt Ordinance 1786 of the City Council of the City of Fontana, California amending Sections 2-39, 2-294 and 10-115 of the Fontana Municipal Code, regarding City Council, City Clerk and City Treasurer salary and providing for automobile benefits.

NEW BUSINESS:

A. Approve Employment Agreement for the Position of Director of Human Resources and Risk Management

City Attorney Jeff Ballinger provided the staff report.

No one spoke in favor or opposition.

ACTION: Motion was made by Mayor Pro Tem Roberts, seconded by Council Member Sandoval, and passed unanimously by a vote of 5-0 to approve New Business Item "A " (AYES: Warren, Roberts, Cothran, Sandoval and Armendarez: NOES: None) as follows:

Approve and authorize the City Manager to sign the Employment Agreement for the position of Director of Human Resources and Risk Management.

ELECTED OFFICIALS COMMUNICATIONS/REPORTS:

A. Elected Officials Communications/Reports

City Treasurer Koehler-Brooks congratulated Council Member Roberts, Council Member Cothran, City Clerk Lewis and Mayor Warren.

City Treasurer Koehler-Brooks thanked her family and friends for their love and support.

City Treasurer Koehler-Brooks thanked her parents for the example they provided in the community and that they are always in her heart.

City Clerk Lewis thanked her family for their support and stated she is excited for the next four years.

City Clerk Lewis thanked everyone that helped her be re-elected.

Council Member Armendarez congratulated the newly elected officials.

Council Member Armendarez spoke on technology in education and working collaboratively with the school district to bring technology to every student.

Council Member Cothran thanked his family for their support.

Council Member Cothran thanked the Police Department for mentoring him while he was a police explorer.

Council Member Cothran thanked the Human Resources Department for assisting him with the paper work process.

Council Member Cothran stated he looks forward to working with the Planning Department, Engineering Department and Code Enforcement.

Council Member Cothran prayed for God to give them guidance, wisdom, and insightfulness.

Council Member Sandoval congratulated his grandson Francisco for walking in his first parade.

Council Member Sandoval wished a safe rest of the year to the public service staff.

Council Member Sandoval encouraged staff to enjoy their time off.

Council Member Sandoval thanked Human Resources Director Annette Henckle for her assistance with questions he had.

Council Member Sandoval wished his mom a happy birthday.

Council Member Sandoval wished everyone a Merry Christmas and a safe New Year.

Mayor Pro Tem Roberts spoke on the mentoring Council Member Cothran received from the Police Department.

Mayor Pro Tem Roberts thanked everyone for being gracious to him.

Mayor Pro Tem Roberts spoke on being blessed to serve the community of Fontana.

Mayor Warren thanked the City Clerk's Office staff for putting together the swearing in ceremony.

Mayor Warren thanked Chris Baylon for performing at the meeting.

Mayor Warren thanked County Supervisor Janice Rutherford and County Supervisor Josie Gonzales for being at the swearing in ceremony.

Mayor Warren thanked Senator Rod Wright for being at the swearing in ceremony.

Mayor Warren spoke on the phenomenal group that is seated on the dais.

Mayor Warren spoke on education being a challenge for the community and vowed to bring change.

Mayor Warren stated she is committed to working with everyone to bring resources for children so that they have a bright future.

Mayor Warren thanked her campaign team.

Mayor Warren spoke on improving the City phone system.

Mayor Warren spoke on the toy give away that helps those in the central Fontana area and coming together as a community to help each other out.

Mayor Warren spoke on City Link and that they will be hosting a giveaway.

Mayor Warren encouraged everyone to pick up an extra toy or gift card to help those less fortunate.

Mayor Warren spoke on her parents not giving her and her siblings gifts until they helped out others.

Mayor Warren spoke on the Magic of Lights at Auto Club Speedway.

Mayor Warren spoke on Holiday Follies at Center Stage.

Mayor Warren commended Council Member Armendarez and the Exchange Club for the outstanding Christmas parade.

Mayor Warren wished everyone a Merry Christmas and a Happy New Year.

CITY MANAGER COMMUNICATIONS:

A. City Manager Communications

There were no City Manager Communications.

ADJOURNMENT:

The meeting adjourned at 8:45 p.m. to the next Regular City Council Meeting to be held on Tuesday, January 8, 2019, with a Workshop at 5:30 p.m. in the City Hall Executive Conference Room and the Regular Meeting at 7:00 p.m. in the Grover W. Taylor Council Chambers located at 8353 Sierra Avenue, Fontana, California.

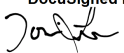
DocuSigned by:

Karen Porlas

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Karen Porlas
Deputy City Clerk

THE FOREGOING MINUTES WERE APPROVED BY THE CITY COUNCIL ON THE 8TH DAY OF JANUARY, 2019.

DocuSigned by:

EBCDCFDA17754F5...
Tonia Lewis
City Clerk

Certificate Of Completion

Envelope Id: 99114575CB154488B757520EE77040FC	Status: Completed
Subject: Please DocuSign: 12-11-2018 CC-Minutes-Draft.pdf	
Source Envelope:	
Document Pages: 12	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	City Clerk
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	8353 Sierra Avenue
	Fontana, CA 92335
	clerks@fontana.org
	IP Address: 192.146.186.96

Record Tracking

Status: Original 1/9/2019 10:25:50 AM	Holder: City Clerk clerks@fontana.org	Location: DocuSign
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Signer Events

Karen Porlas
kporlas@fontana.org
Security Level: Email, Account Authentication (None)

Signature

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Timestamp

Sent: 1/9/2019 10:25:58 AM
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Tonia Lewis
tlewis@fontana.org
City Clerk
City of Fontana
Security Level: Email, Account Authentication (None)

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Viewed: 1/9/2019 7:53:11 PM
Signed: 1/9/2019 7:54:09 PM

Signature Adoption: Drawn on Device
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Signed using mobile

Electronic Record and Signature Disclosure:
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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Kathy Kasinger
kkasinger@fontana.org
Security Level: Email, Account Authentication (None)

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Sent: 1/9/2019 7:54:10 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Carbon Copy Events	Status	Timestamp
Evelyne Ssenkoloto essenkol@fontana.org Security Level: Email, Account Authentication (None)	COPIED	Sent: 1/9/2019 7:54:10 PM Viewed: 1/10/2019 8:35:22 AM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	1/9/2019 7:54:10 PM
Certified Delivered	Security Checked	1/9/2019 7:54:10 PM
Signing Complete	Security Checked	1/9/2019 7:54:10 PM
Completed	Security Checked	1/9/2019 7:54:10 PM

Payment Events	Status	Timestamps
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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.

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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.

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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"> •Allow per session cookies •Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** 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

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