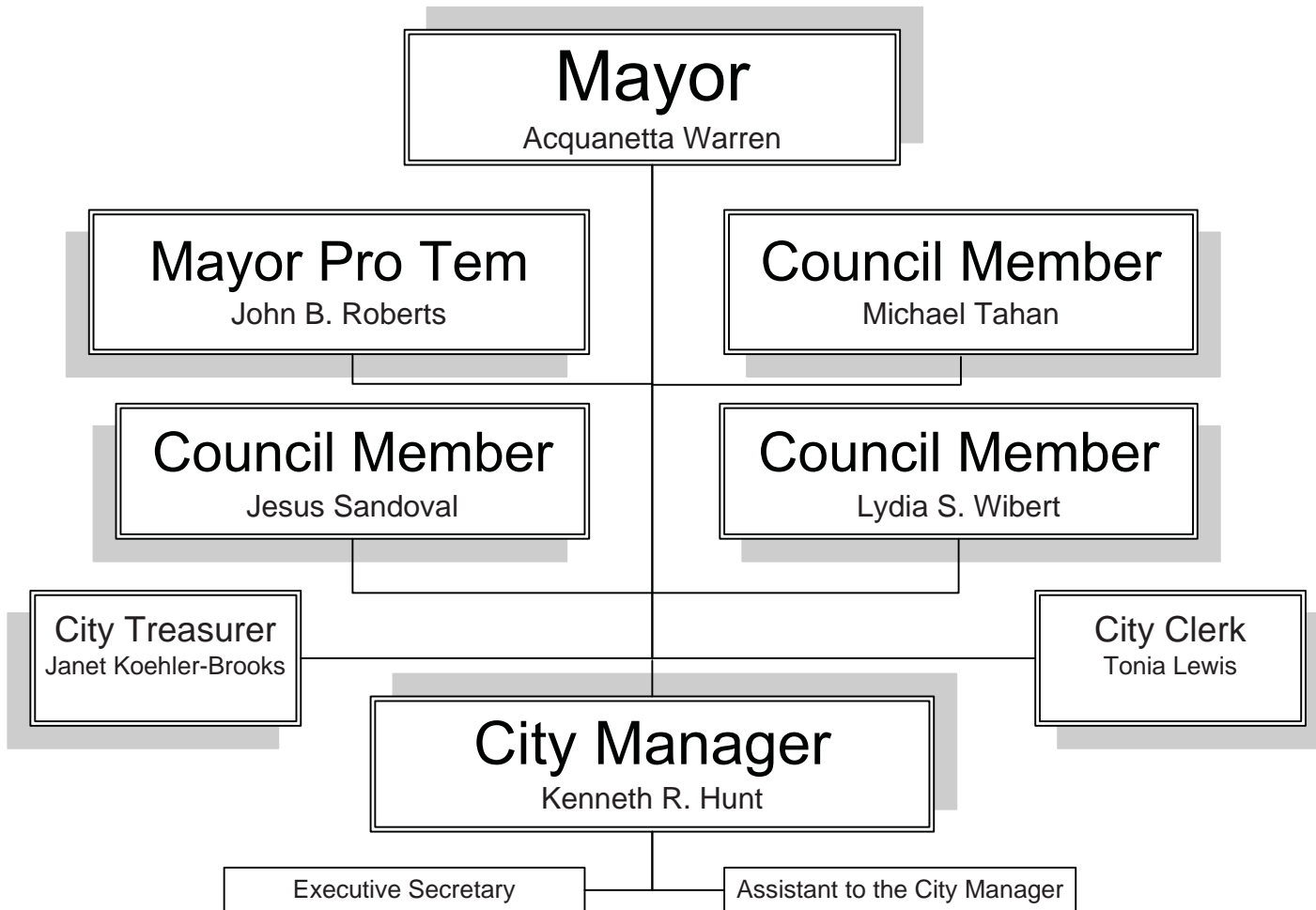


2014/2015 Organizational Chart

# City Administration

Effective 7/1/2014  
Budgeted 7 Elected Positions  
Budgeted 3 FTE Positions



### Overview

City Administration is comprised of Elected Officials, the City Manager's Office and the City Attorney. This department is committed to improving the overall quality of life in the City of Fontana by enhancing our neighborhoods, delivering exceptional public services, preserving and enhancing the City's economic prosperity, embracing the diversity of our citizens, and making Fontana a desirable, safe City in which to live, work and raise a family.

#### **Elected Officials**

The Mayor and City Council serve as the elected legislative and policy-making body of the City of Fontana, enacting all laws and directing any actions necessary to provide for the general welfare of the community through appropriate programs, services and activities. The Mayor and City Council review and adopt the Operating Budget, Capital Improvement Program, hold public hearings to solicit advice, and hear suggestions and complaints from the public. The Mayor and City Council authorize contracts, purchases and sales of City property, approve agreements with other governmental agencies, and appoint City commissions, boards, and committees.

In addition, the Mayor and City Council serve as the governing board of the Fontana Housing Authority, Industrial Development Authority, Public Financing Authority, Fontana Community Foundation, and the Fontana Fire Protection District.

The City Treasurer reviews the weekly warrant register, monthly investment report and annual Statement of Investment Policy; and reports as necessary to the City Council on other matters of financial concern. The City Clerk attends all meetings of the City Council, Boards and Commissions, keeps accurate records of the proceedings, retains custody of the City seal, and maintains the ordinance and resolution books.

#### **City Manager's Office**

The City Manager is appointed by the Mayor and City Council and is responsible for implementing their goals and providing administrative direction to all City departments, as well as enforcing all laws and ordinances. The City Manager's Office is committed to providing ongoing quality municipal services, and to promoting the overall safety, health and general well-being of the community through the teamwork of the Mayor and City Council, City staff and all of Fontana's citizens.

#### **City Attorney**

The City Attorney's Office provides prompt and thorough legal advice to the City's Elected Officials, Boards and Commissions and staff. The City Attorney also represents the City in all litigation involving the City, its Elected Officials or employees acting in their official capacity.

### Goals & Performance Measures

The Goals and Objectives of the City Administration are listed in the Introduction section on pages 17 through 22. All of the Goals and Performance Measures listed throughout this document for individual departments are reflective of the leadership, policies and direction provided by the City Administration.

### Accomplishments

- Fontana was named one of the 20 safest communities in the United States with population over 200,000.
- Expanded the Fontana Re-entry Support Team (FRST) into a regional program whereby officers act as a conduit between the multitudes of government and private service providers and the early release population. Through this program, Fontana has become a model for other communities who are now implementing similar programs based on our success.
- The International Association of Chiefs of Police singled out Fontana's Air Support Unit for its use of cutting-edge technology in monitoring and fighting crime.

The City of Fontana is currently involved in the construction of **three** major interchanges:

- **I-10 Citrus:** The City of Fontana is the lead on this joint project with the San Bernardino Associated Governments, the County of San Bernardino, and Caltrans. The City has been successful in securing \$23.6 million in State Trade Corridor Improvement Funds, \$3,238,000 in State Transportation Improvement Program Funds, and \$238,000 in Federal Funds. Construction commenced in February 2012 and the ribbon cutting ceremony was held in May 2014.
- **I-10 Cherry:** The County of San Bernardino is the lead on this joint project with the City, San Bernardino Associated Governments, and Caltrans. The City was successful in securing \$30 million in State Prop 1B Trade Corridor Improvement Funds for the construction of this project. Construction commenced in October 2012 and is expected to be completed in December 2014.
- **I-15 Duncan Canyon:** Duncan Canyon is currently an overpass with no connection to the I-15. This \$40 million project received \$1,972,000 in State Local Partnership Program Funds and \$12 million in Corridor Mobility Improvements Act (CMIA) Prop 1B Funds. Construction has begun and is expected to be completed in November 2014.

## Departmental Summary

Fund	Division	2010/2011 Actual	2011/2012 Actual	2012/2013 Actual	2013/2014 Current	2014/2015 New Budget	% Change From Prior Year	
<b>CITY ADMINISTRATION</b>								
101	GENERAL FUND	ELECTED OFFICIALS	228,402	262,382	268,487	289,930	278,670	-3.88 %
101	GENERAL FUND	CITY MANAGER	809,121	875,682	889,663	956,438	938,940	-1.83 %
101	GENERAL FUND	CITY ATTORNEY	1,043,724	1,486,914	816,271	920,300	925,630	0.58 %
		<b>TOTAL GENERAL FUND</b>	<b>2,081,248</b>	<b>2,624,978</b>	<b>1,974,421</b>	<b>2,166,668</b>	<b>2,143,240</b>	<b>-1.08 %</b>
241	AIR QUALITY MGMT DISTRICT	CITY MANAGER	0	93,165	0	0	0	0.00 %
		<b>TOTAL OTHER FUNDS</b>	<b>0</b>	<b>93,165</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00 %</b>
		<b>TOTAL CITY ADMINISTRATION</b>	<b>2,081,248</b>	<b>2,718,143</b>	<b>1,974,421</b>	<b>2,166,668</b>	<b>2,143,240</b>	<b>-1.08 %</b>
		<b>Total Budgeted Full-Time Positions</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>0.00 %</b>

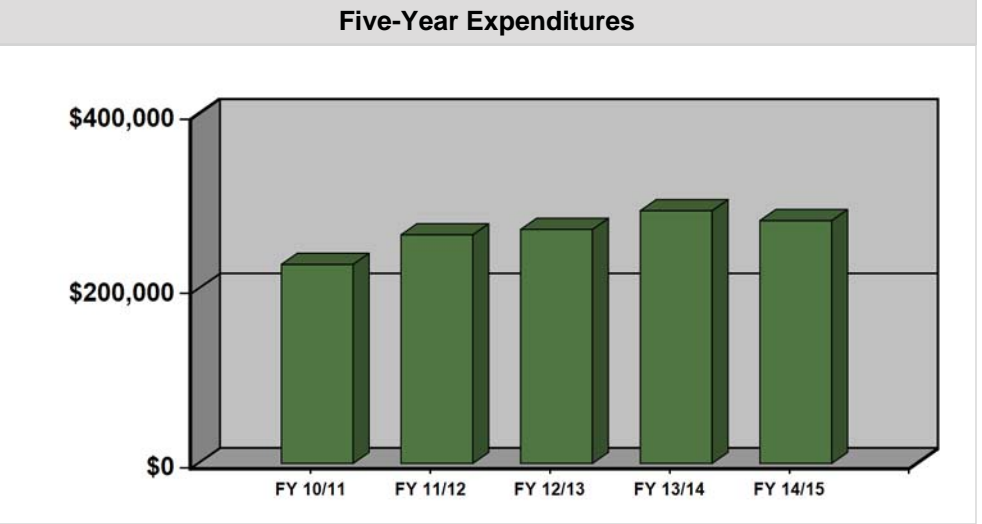
# Division Budget Summary

<b>Department: CITY ADMINISTRATION</b>	<b>Fund Title: GENERAL FUND</b>
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<b>Division: ELECTED OFFICIALS</b>	<b>Fund Number: 101</b>
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**Mission Statement:**  
To create opportunities that encourage social and economic investment..

- Selected Service Objectives:**
- To provide the citizens of Fontana with stable and unified leadership
  - To continue to work as a team
  - To develop a sense of community
  - To provide the citizens and businesses of the City of Fontana with a safe and aesthetically pleasing community
  - To continue to work with neighboring jurisdictions, schools and businesses on various joint use agreements



**Five-Year History**

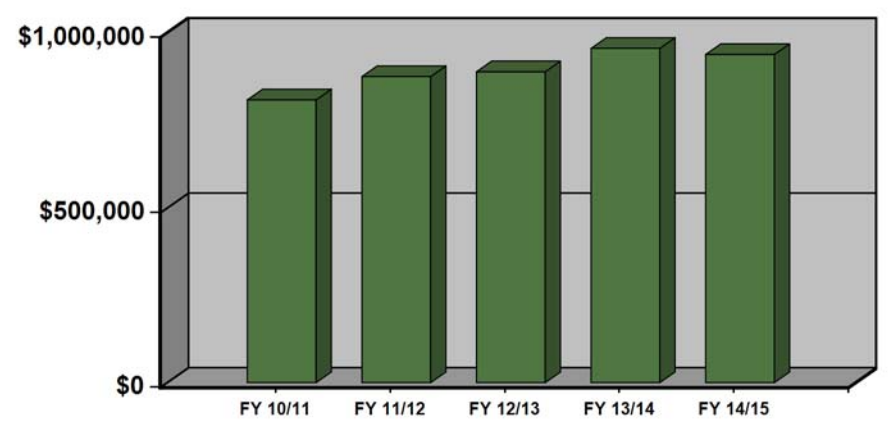
Expenditure Category	Audited Actual			Budget		
	FY 10/11	FY 11/12	FY 12/13	Current FY 13/14	New FY 14/15	% Change From Prior Year
PERSONNEL SERVICES	\$168,978	\$192,693	\$198,556	\$222,550	\$210,460	-5.43 %
OPERATING COSTS	\$50,984	\$55,040	\$54,651	\$49,370	\$49,370	0.00 %
CONTRACTUAL SERVICES	\$0	\$0	\$0	\$0	\$0	0.00 %
INTERNAL SERVICE CHARGES	\$8,440	\$14,650	\$15,280	\$18,010	\$18,840	4.61 %
<b>Total Expenditures</b>	<b>\$228,402</b>	<b>\$262,382</b>	<b>\$268,487</b>	<b>\$289,930</b>	<b>\$278,670</b>	<b>-3.88 %</b>
Annual Percentage Change		14.88 %	2.33 %	7.99 %	-3.88 %	
Budgeted Staffing Level (FTEs)	7.00	7.00	7.00	7.00	7.00	

# Division Budget Summary

<b>Department: CITY ADMINISTRATION</b>	<b>Fund Title: GENERAL FUND</b>
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<b>Division: CITY MANAGER</b>	<b>Fund Number: 101</b>
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**Mission Statement:**  
To provide direction and leadership in the delivery of municipal services to the citizens and businesses of the City of Fontana.

<p><b>Selected Service Objectives:</b></p> <ul style="list-style-type: none"> <li>• To maintain the City's commitment to a safe and aesthetically pleasing community</li> <li>• To increase business and economic development through a responsive and consistent community development process</li> <li>• To continue to maintain a fiscally sound operation while improving the level of service delivered to the community</li> <li>• To enhance annexation opportunities</li> <li>• To foster a sense of community and encourage citizen participation</li> </ul>	<p><b>Five-Year Expenditures</b></p> 
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**Five-Year History**

Expenditure Category	Audited Actual			Budget		
	FY 10/11	FY 11/12	FY 12/13	Current FY 13/14	New FY 14/15	% Change From Prior Year
PERSONNEL SERVICES	\$670,820	\$669,716	\$664,377	\$704,094	\$698,240	-0.83 %
OPERATING COSTS	\$55,438	\$46,797	\$46,953	\$75,934	\$39,100	-48.51 %
CONTRACTUAL SERVICES	\$66,433	\$125,098	\$144,412	\$135,800	\$160,800	18.41 %
INTERNAL SERVICE CHARGES	\$16,430	\$34,070	\$33,920	\$40,610	\$40,800	0.47 %
<b>Total Expenditures</b>	<b>\$809,121</b>	<b>\$875,682</b>	<b>\$889,663</b>	<b>\$956,438</b>	<b>\$938,940</b>	<b>-1.83 %</b>
Annual Percentage Change		8.23 %	1.60 %	7.51 %	-1.83 %	
Budgeted Staffing Level (FTEs)	3.00	3.00	3.00	3.00	3.00	

# Division Budget Summary

<b>Department: CITY ADMINISTRATION</b>	<b>Fund Title: GENERAL FUND</b>
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<b>Division: CITY ATTORNEY</b>	<b>Fund Number: 101</b>
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**Mission Statement:**  
To provide legal services and counsel to the City Council, Boards, Bureaus, Commissions and staff.

<p><b>Selected Service Objectives:</b></p> <ul style="list-style-type: none"> <li>• To reduce City litigation through close working relationships with the City Council, Risk Management and City departments</li> <li>• To provide defense for City Council, Boards, Bureaus, Commissions and employees in matters related to the business of the City</li> <li>• To advise the City Council in matters related to the adoption of City ordinances, resolutions, contracts, agreements, leases and other policies related to the conduct of City business</li> <li>• To provide assistance in the area of labor negotiations</li> </ul> <p>FY 2011/12 expenditures were partially offset by a \$300,000 reimbursement pursuant to a settlement agreement and judgment.</p>	<p><b>Five-Year Expenditures</b></p> <table border="1" style="display: none;"> <caption>Five-Year Expenditures Data</caption> <thead> <tr> <th>Fiscal Year</th> <th>Expenditure (\$)</th> </tr> </thead> <tbody> <tr> <td>FY 10/11</td> <td>1,043,724</td> </tr> <tr> <td>FY 11/12</td> <td>1,486,914</td> </tr> <tr> <td>FY 12/13</td> <td>816,271</td> </tr> <tr> <td>FY 13/14</td> <td>920,300</td> </tr> <tr> <td>FY 14/15</td> <td>925,630</td> </tr> </tbody> </table>	Fiscal Year	Expenditure (\$)	FY 10/11	1,043,724	FY 11/12	1,486,914	FY 12/13	816,271	FY 13/14	920,300	FY 14/15	925,630
Fiscal Year	Expenditure (\$)												
FY 10/11	1,043,724												
FY 11/12	1,486,914												
FY 12/13	816,271												
FY 13/14	920,300												
FY 14/15	925,630												

**Five-Year History**

Expenditure Category	Audited Actual			Budget		
	FY 10/11	FY 11/12	FY 12/13	Current FY 13/14	New FY 14/15	% Change From Prior Year
PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	0.00 %
OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	0.00 %
CONTRACTUAL SERVICES	\$1,043,724	\$1,486,914	\$816,271	\$920,300	\$925,630	0.58 %
<b>Total Expenditures</b>	<b>\$1,043,724</b>	<b>\$1,486,914</b>	<b>\$816,271</b>	<b>\$920,300</b>	<b>\$925,630</b>	<b>0.58 %</b>
Annual Percentage Change		42.46 %	-45.10 %	12.74 %	0.58 %	