

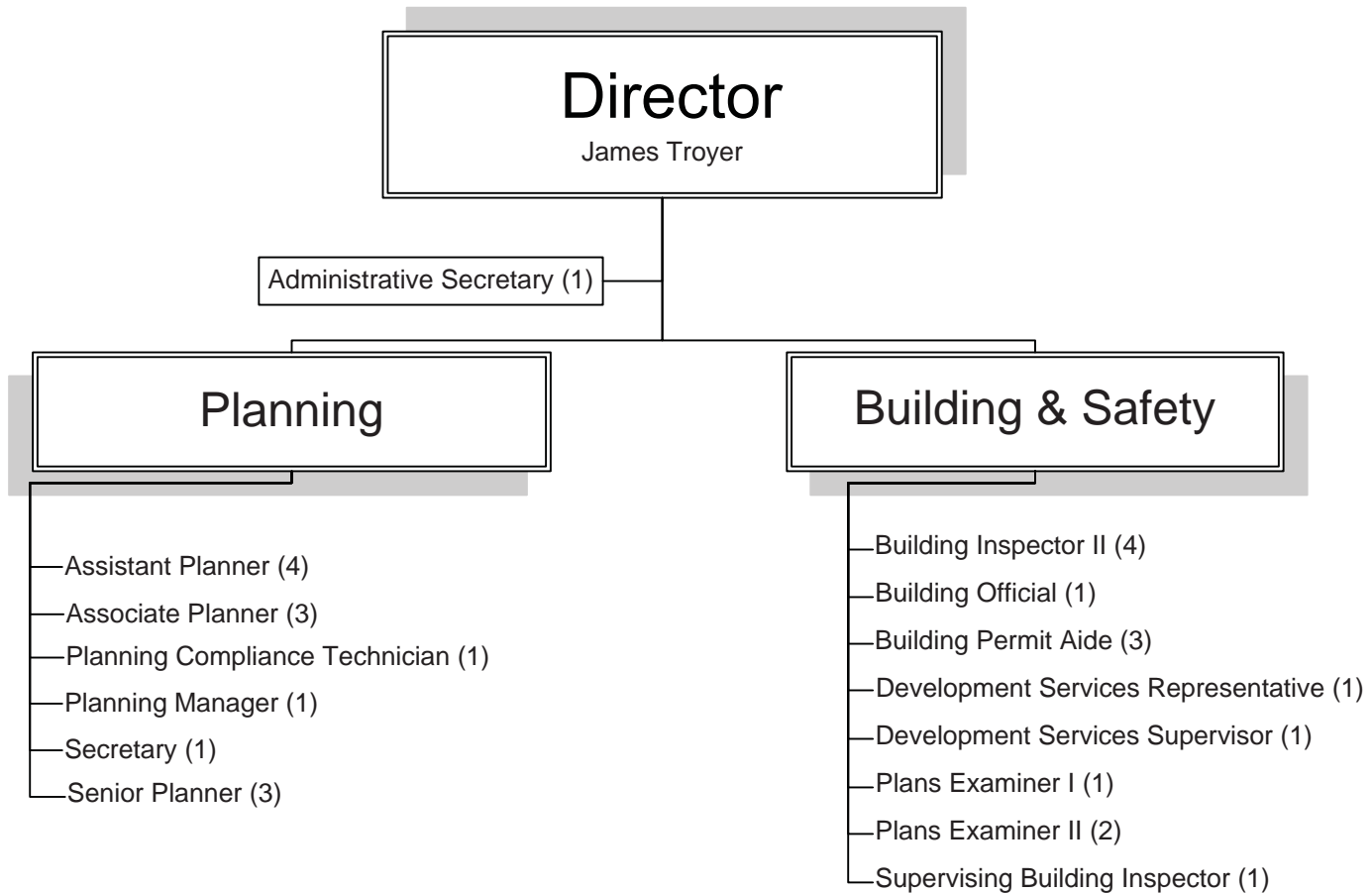
2014/2015 Organizational Chart

Community Development

Effective 7/1/2014

Budgeted 29 FTE Positions

Budgeted 1 Part-Time Position



Community Development

Fiscal Year 2014-15

Overview

The **Community Development Department** consists of the Planning Division and the Building & Safety Division. The Planning Division provides planning and staff support to the Planning Commission and assists the Planning Commission, the City Council, and the public in applying the community's strategic growth and development vision as defined by the City Council through the goals and policies of the General Plan and the implementation of those policies through the Zoning and Development Code. The Building & Safety Division implements and enforces State laws and City ordinances that relate to structural, fire and health/life safety requirements, through the review of plans, issuance of permits, and inspection of new construction or addition/rehabilitation of existing structures.

Goals & Performance Measures

Department Goals	City Council Goal
1 Maintain a "One Stop" shop to ensure excellent customer service	2,4
2 Continue to be proactive by offering a greeter who is familiar with all areas of the development process to be the initial point of contact for customers and assist in directing people to the appropriate destination	2,4
3 Continue to expand the role and authority of the Development Services Supervisor to resolve issues and answer general questions, to reduce the need for meetings with more specialized staff	2,4,8
4 Support the Information Technology Department with implementing and maintaining the new permitting system to ensure "user friendly" access	1,2
5 Continually update the public computer kiosk to offer more information and better customer service	2
6 Schedule Pre-Application Meetings more quickly to improve staff response and reduce time and expense to applicants	1,2,8
7 Adopt and update the Development zoning and code related to Density Bonus Law	3,4,9
8 Continue to update the Development Review process, ensuring faster processing times while maintaining technical quality	2,4,8
9 Initiate and update of the General Plan and the Zoning and Development Code	2,3,4
10 Update and amend the SWIP Specific Plan ordinance	3,4,5
11 Process entitlements and Environmental Impact Reports for Wal-Mart North and Wal-Mart South	2,3,4
12 Complete the Westgate Specific Plan update and Environmental Impact Report	4,6
13 Coordinate the team building process in the Development Services Organization for Planning, Building & Safety, Fire Prevention and Engineering	1

Community Development

Fiscal Year 2014-15

Goals & Performance Measures - continued

Department Goals		City Council Goal
14	Use Pre-Annexation agreements and irrevocable agreements with property owners in regards to sewer hook ups in areas within the City's sphere of influence	2,6
15	Partner with the Citrus Commerce center developer to approve entitlements for over 1.8m square feet of industrial buildings and acquire property for the South Fontana Park site	4,6
16	Partner with Santa Ana/Poplar warehouse developer to approve entitlements for over 313,000 square feet of industrial buildings	4,6
17	Partner with Lennar Homes to approve entitlements for a subdivision of 332 lots	4,6

Performance Measures	Actual 2012-13	Estimated 2013-14	Target 2014-15	Department Goal
To maintain a standard of excellent customer service:				
Number of telephone calls received	2,694	3,200	3,400	1
Planning telephone calls returned the same day	95%	96%	95%	1
Planning telephone calls returned within one business day	100%	100%	100%	1
Planning inspection requests responded to on the same business day	68%	69%	65%	1
Planning inspection requests responded to within one business day	98%	98%	95%	1
Planning inspection requests responded to within two business days	100%	100%	100%	1
Average number of building related inspections performed per day	102	104	108	1
Average number of Building and Safety customers assisted at the public counter in a business hour	3.3	3.8	4.0	1
Total Plan Checks submitted for initial review	864	1100	1300	1,8
Plan Checks submitted for initial review which met turnaround time goal:				
Type I – minor improvements – 3 weeks	87%	96%	95%	1,8
Type II – major improvements and standard new construction – 5 weeks	100%	100%	95%	1,8
Type III – major new construction – 6 weeks	100%	92%	95%	1,8

Community Development

Fiscal Year 2014-15

Goals & Performance Measures - continued

Performance Measures	Actual 2012-13	Estimated 2013-14	Target 2014-15	Department Goal
To promote economic development within the City:				
Pre-Application Meetings occurring within two weeks of request	62%	47%	90%	6,8
Pre-Application Meetings occurring within three weeks of request	83%	88%	100%	6,8
Pre-Application Meetings occurring within four weeks of request (New DAB Process initiated January 1, 2014 will expedite Pre-Application Meetings)	100%	97%	0	6,8
Ordinances adopted to ensure the Zoning and Development Code reflects on going General Plan goals and addresses the growing needs of the community	8	5	2	9
General Plan Elements to be amended to ensure the General Plan reflects ongoing changes and the growing needs of the community	1	1	1	9

Accomplishments

- Approved subdivision of over 700 lots for single-family residential development
- Approved more than 1,345,000 square feet of space for industrial development
- Approved over 129,000 square feet of space for commercial/office development
- Approved over 200,000 square feet of space for new religious institutions
- Completed more than 950 business license inspections
- More than 60% of requests submitted to the Planning Division were approved administratively (without Planning Commission/City Council action)
- Adopted the following ordinances:
 - Rock Crushing Ordinance to allow temporary rock crushing near construction projects
 - Work with the Fontana Fire District to adopt the Fire Hazard Severity Overlay Ordinance
 - Density Bonus Law
 - Electric fence ordinance to allow Electric Fences in Industrial Zoning Districts and Industrial Specific Plans
- Adopted High Density Residential Zoning District – R4/R5
- Adopted Emergency Shelter Overlay
- Processed over 2,000 plan check submittals
- Performed more than 18,000 inspections on residential, commercial and industrial projects
- Issued more than 2,800 permits with a total valuation of over \$190 million

Accomplishments - continued

- Maintained computer kiosk at the public counter to allow customers access to information, reduce wait times and provide expanded service
- Continued to convert archived building plans to digital format for the preservation of historical reference material
- Updated the department's website to include Customer Service/Development tips and assistance
- Created a webpage to update the status of the two proposed Wal-Mart projects
- Completed the \$125,000 Compass Blueprint Demonstration Grant for a land use study of the Valley Blvd and Sierra Avenue intersection which will plan for a more pedestrian friendly intersection that expands mass transit opportunities and reduce air pollution
- Worked with neighboring cities, SANBAG and SCAG to adopt the Climate Action Plan in response to AB32 and SB375
- Processed the entitlements for an electronic message board at Fontana Lewis Library
- Finalized agreement to allow for billboard relocations through the Planning Commission and City Council
- Partnered with the City of Rancho Cucamonga to assist Centex Homes with their Multi Species Habitat Conservation requirement
- Completed and updated the Fifth Cycle Housing Element
- Completed the Almond Annexation which consists of 472 acres between Mulberry Ave and Almond Ave south of Interstate 10

Departmental Summary

Fund	Division	2010/2011 Actual	2011/2012 Actual	2012/2013 Actual	2013/2014 Current	2014/2015 New Budget	% Change From Prior Year	
COMMUNITY DEVELOPMENT								
101	GENERAL FUND	COMMUNITY DEV ADMIN	298,194	311,458	309,610	335,044	324,140	-3.25 %
101	GENERAL FUND	PLANNING	1,523,026	1,462,716	1,386,778	1,546,413	1,575,040	1.85 %
101	GENERAL FUND	BUILDING & SAFETY	2,160,274	1,742,031	1,532,199	1,776,026	1,578,730	-11.11 %
		TOTAL GENERAL FUND	3,981,494	3,516,205	3,228,587	3,657,483	3,477,910	-4.91 %
102	CITY TECHNOLOGY	COMMUNITY DEV ADMIN	0	0	0	3,330	0	-100.00 %
601	CAPITAL REINVESTMENT	COMMUNITY DEV ADMIN	0	0	0	0	750,000	N/A
601	CAPITAL REINVESTMENT	PLANNING	0	0	1,246	298,165	0	-100.00 %
634	LIBRARY CAP IMPROVEMENT	PLANNING	0	0	0	56,000	0	-100.00 %
		TOTAL OTHER FUNDS	0	0	1,246	357,495	750,000	109.79 %
		TOTAL COMMUNITY DEVELOPMENT	3,981,494	3,516,205	3,229,833	4,014,978	4,227,910	5.30 %
		Total Budgeted Full-Time Positions	36.60	29.00	29.00	29.00	29.00	0.00 %
		Total Budgeted Part-Time Positions	0.00	0.00	0.00	0.00	1.00	N/A

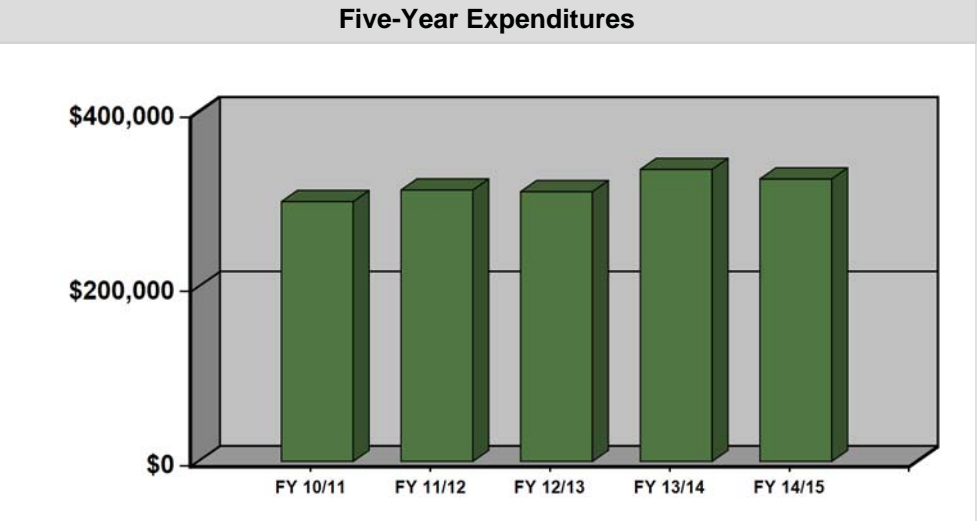
Division Budget Summary

Department: COMMUNITY DEVELOPMENT	Fund Title: GENERAL FUND
--	---------------------------------

Division: COMMUNITY DEV ADMIN	Fund Number: 101
--------------------------------------	-------------------------

Mission Statement:
 To provide stewardship and administrative oversight regarding land development issues; to participate in development agreements; and to execute the vision of the City Council through adherence to the highest development standards for the community, enabling future generations to enjoy the benefits of a true quality of life community.

- Selected Service Objectives:**
- To develop strategies and programs that deliver excellence in customer service
 - To promote economic development that benefits the City
 - To work with the City's management team, City Council and Planning Commission to develop long-range planning goals
 - To provide management oversight of development impact fee programs, growth management, development agreements, and architecture design guidelines
 - To develop and improve interdepartmental management systems to improve communication and coordination efforts
 - To continually look for ways to improve the development process



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	\$296,836	\$301,306	\$299,814	\$316,314	\$304,180	-3.84 %
OPERATING COSTS	\$1,358	\$3,202	\$2,766	\$9,080	\$10,070	10.90 %
CONTRACTUAL SERVICES	\$0	\$0	\$0	\$0	\$0	0.00 %
INTERNAL SERVICE CHARGES	\$0	\$6,950	\$7,030	\$9,650	\$9,890	2.49 %
Total Expenditures	\$298,194	\$311,458	\$309,610	\$335,044	\$324,140	-3.25 %
Annual Percentage Change		4.45 %	-0.59 %	8.21 %	-3.25 %	
Budgeted Staffing Level (FTEs)	2.00	2.00	2.00	2.00	2.00	

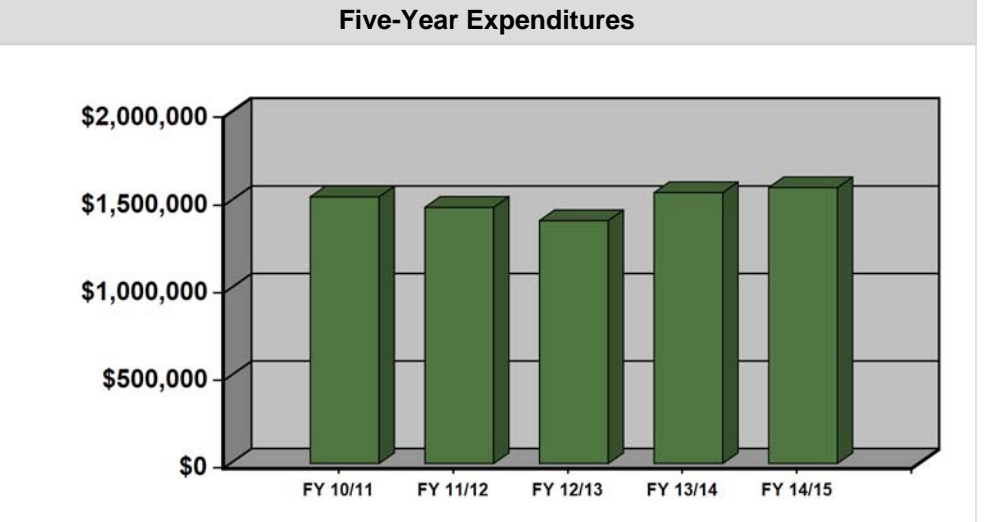
Division Budget Summary

Department: COMMUNITY DEVELOPMENT	Fund Title: GENERAL FUND
--	---------------------------------

Division: PLANNING	Fund Number: 101
---------------------------	-------------------------

Mission Statement:
 To receive and process applications for development in a responsible and timely manner; implement and enforce pertinent State laws and issues applicable to Planning issues; implement goals and policies in the General Plan; comply with the provisions of the California Environmental Quality Act and provide experienced and knowledgeable staff to support the citizens of Fontana, the City Planning Commission, and City Council. To enhance the quality of life within the City by implementing the high development standards adopted by the City Council.

- Selected Service Objectives:**
- To continue to update the Development Code, policies, and applications for clarity and ease of use by the general public and staff
 - To provide technical staff support to the Development Advisory Board, Planning Commission, City Council, and the Public Counter
 - To process Administrative Site Plan reviews within 90-120 days of submission
 - To process Zone Changes and Ordinances within 180-210 days of submission
 - To process Design Review applications within 120-180 days of submission
 - To process Conditional Use Permit applications within 120-180 days of submission
 - To process Temporary Use Permit Applications within 5 days of submission
 - To process Variances within 120 days of submission
 - To process Tract Maps within 120-180 days of submission
 - To provide technical and environmental assistance to departments for City initiated projects
 - To administer the Annexation program as needed



Five-Year History

Expenditure Category	Audited Actual			Budget		% Change From Prior Year
	FY 10/11	FY 11/12	FY 12/13	Current FY 13/14	New FY 14/15	
PERSONNEL SERVICES	\$1,506,525	\$1,386,834	\$1,327,251	\$1,419,413	\$1,454,110	2.44 %
OPERATING COSTS	\$25,739	\$31,222	\$22,053	\$29,800	\$29,300	-1.68 %
CONTRACTUAL SERVICES	(\$22,868)	(\$6,600)	(\$10,465)	\$36,700	\$25,000	-31.88 %
INTERNAL SERVICE CHARGES	\$13,630	\$51,260	\$47,940	\$60,500	\$66,630	10.13 %
Total Expenditures	\$1,523,026	\$1,462,716	\$1,386,778	\$1,546,413	\$1,575,040	1.85 %
Annual Percentage Change		-3.96 %	-5.19 %	11.51 %	1.85 %	
Budgeted Staffing Level (FTEs)	14.60	13.00	13.00	13.00	13.00	
Budgeted Staffing Level (PT FTEs)	0.00	0.00	0.00	0.00	0.00	

Division Budget Summary

Department: COMMUNITY DEVELOPMENT	Fund Title: GENERAL FUND
--	---------------------------------

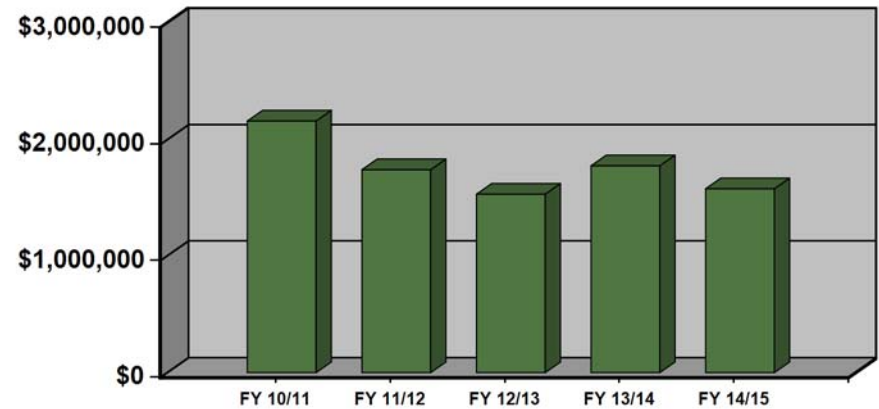
Division: BUILDING & SAFETY	Fund Number: 101
--	-------------------------

Mission Statement:

To implement and enforce State law and local codes and ordinances regarding minimum fire, health, and life safety requirements through the review of plans and inspection of all construction activities for new and existing structures

Selected Service Objectives:	Five-Year Expenditures
-------------------------------------	-------------------------------

- To provide technical staff support to the Development Advisory Board, Planning Commission and City Council
- To plan check and inspect all residential, commercial, and industrial buildings for fire, seismic and life safety related issues in a timely manner
- To continue to create and update informational handouts
- To respond to requests for inspection on the next business day
- To continue to implement technological advances that improve customer service and create greater efficiencies



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	\$2,008,358	\$1,539,652	\$1,352,296	\$1,495,393	\$1,392,770	-6.86 %
OPERATING COSTS	\$47,613	\$36,133	\$55,725	\$48,898	\$29,900	-38.85 %
CONTRACTUAL SERVICES	\$16,433	\$46,386	\$38,238	\$129,115	\$47,000	-63.60 %
INTERNAL SERVICE CHARGES	\$87,870	\$119,860	\$85,940	\$102,620	\$109,060	6.28 %
Total Expenditures	\$2,160,274	\$1,742,031	\$1,532,199	\$1,776,026	\$1,578,730	-11.11 %
Annual Percentage Change		-19.36 %	-12.05 %	15.91 %	-11.11 %	
Budgeted Staffing Level (FTEs)	20.00	14.00	14.00	14.00	14.00	
Budgeted Staffing Level (PT FTEs)	0.00	0.00	0.00	0.00	1.00	

Division Budget Summary

Department: COMMUNITY DEVELOPMENT	Fund Title: CAPITAL REINVESTMENT
--	---

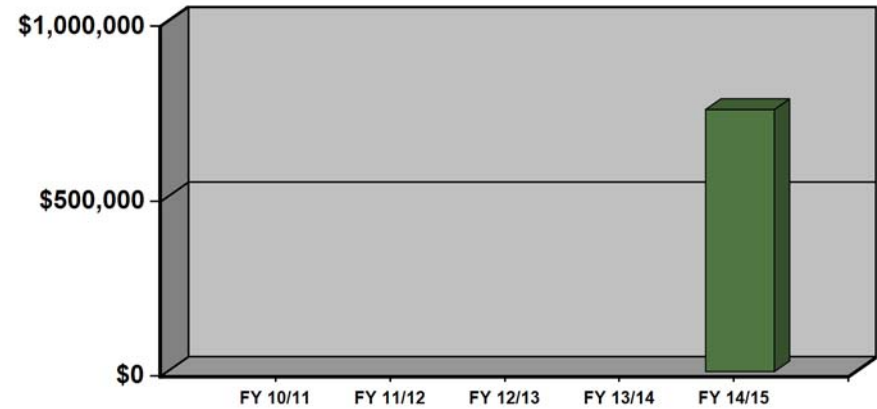
Division: COMMUNITY DEV ADMIN	Fund Number: 601
--------------------------------------	-------------------------

Mission Statement:

An investment in the General Plan, a long term strategic document that plans for land use development and infrastructure for a twenty-year time horizon.

Selected Service Objectives:	Five-Year Expenditures
-------------------------------------	-------------------------------

- Create a twenty-year land use and business plan document that plans for the future growth, development and capital investment as well as develops city policies and programs for the City of Fontana.



Five-Year History

Expenditure Category	Audited Actual			Budget		% Change From Prior Year
	FY 10/11	FY 11/12	FY 12/13	Current FY 13/14	New FY 14/15	
PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	0.00 %
OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	0.00 %
CONTRACTUAL SERVICES	\$0	\$0	\$0	\$0	\$750,000	N/A
Total Expenditures	\$0	\$0	\$0	\$0	\$750,000	N/A
Annual Percentage Change		0.00 %	0.00 %	0.00 %	N/A	

FONTANA FARMERS' MARKET

FONTANA, CALIFORNIA

SATURDAYS, 8AM-12PM

LOCATED AT THE CORNER OF SIERRA & ARROW

Farmers' Market *Farmers' Market*



Partnering with Southland Farmers' Market Association (SFMA), Fontana Farmers' Market will be held at the corner of Sierra & Arrow every Saturday from 8 am to 12 noon where residents can enjoy locally grown fresh fruits and vegetables.