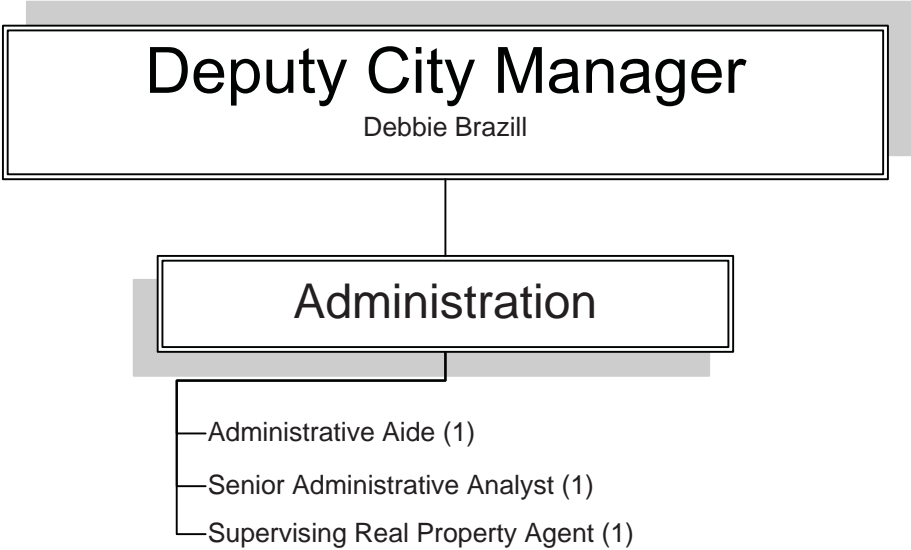


2014/2015 Organizational Chart

Development Services

Effective 7/1/2014
Budgeted 4 FTE Positions



Overview

Development Services Administration oversees the Departments of Community Development, Engineering, and Public Works, and is responsible for the coordinated effort of improving the quality of life through development activities that provide economic viability and enhanced aesthetics in conjunction with City Council's adopted goals and objectives. The Administration Section provides general overall direction, leadership, policy guidelines, administration, budget, and accounting functions for the Organization. This Section also provides support functions such as: policy decisions, management level personnel supervision, clerical supervision and support, regulation and tracking of development projects, coordination with other City departments, and program level supervision of the developmental projects within the Organization. The Administration Section sends monthly survey cards to Development Related customers to determine the level of customer service received. The responses received are forwarded to the appropriate department head for evaluation and action. This is a valuable tool that enables the City to consistently improve its level of customer service.

Right of way / Real Property Acquisition works in tandem with other Departments as well as outside agencies to obtain gratis dedications as well as following the appropriate legal process in the acquisition of right of way for street and interchange improvement projects. These projects are essential to accommodate the growth of Fontana. Right of way acquisition will continue to focus on acquiring property needed for major corridor projects to lower the volume of traffic on arterial roadways. Staff continues to provide coordination of the efforts negotiating the execution of purchase and sale agreements for real property acquisition, escrow coordination, donation of property for use in capital projects and real property disposition.

In addition, staff reviews and interprets federal, state and local legislation, regulations and ordinances as applied to real property transactions and eminent domain actions. Staff evaluates appraisals of real property completed by professional independent appraisers for acquisitions and also sale of surplus property. They make recommendations for the disposal of surplus city-owned real property interests. Staff works with the Engineering Department to vacate existing easements as well as abandoned streets and roads. This also includes ensuring that legal vesting rights are correct and current for all City owned property.

Development Services

Fiscal Year 2014-15

Goals & Performance Measures

Department Goals		City Council Goal
1	Maintain a standard of excellent customer service	8
3	Ensure that legal vesting rights are correct and current for all City owned property	6
4	Create public/private partnerships in the right of way process; this includes assisting property owners/developers with acquisitions, sales, and purchase of property for them to develop infrastructure for public use as required by City guidelines	2
5	Obtain right of way for various traffic signal projects, sawtooth projects and street widening projects	1,2,4
6	Partner with property owners to process street vacation	5,6

Performance Measures	Actual 2012-13	Estimated 2013-14	Target 2014-15	Department Goal
To maintain a standard of excellent customer service: Level of customer satisfaction for customers surveyed (ratings from 1-5 with 5 exceeding expectations)	4.45	4.67	4.75	1
To facilitate the installation of public infrastructure: Number of properties acquired for street improvement projects	4	6	15	1,4,5
Properties acquired through dedication	50%	16%	75%	1,4,5

Accomplishments

- Completed acquisition of property for Interstate 10 Interchange at Citrus Ave
- Obtain right of way for various traffic signal and sawtooth projects
- Completed Right of way at Cherry Ave and Foothill Blvd. Working with the developer, the Real Property staff was able to receive dedication of all nine properties needed for the developer to complete necessary improvements. This will also allow the City to eliminate blight by vacating an abandoned alley
- Worked with developer at Sierra Crest development to acquire Right of way needed by developer to meet requirements of development and as stated in the City's Circulation master plan

Departmental Summary

Fund	Division	2010/2011 Actual	2011/2012 Actual	2012/2013 Actual	2013/2014 Current	2014/2015 New Budget	% Change From Prior Year		
DEVELOPMENT SVCS ADMIN									
101	GENERAL FUND		DEVELOPMENT SVCS ADMIN	439,208	459,917	622,747	691,946	672,750	-2.77 %
			TOTAL GENERAL FUND	439,208	459,917	622,747	691,946	672,750	-2.77 %
601	CAPITAL REINVESTMENT		DEVELOPMENT SVCS ADMIN	629,063	438,218	27,147	0	0	0.00 %
632	GENERAL GOVERNMENT		DEVELOPMENT SVCS ADMIN	0	0	0	95,000	0	-100.00 %
			TOTAL OTHER FUNDS	629,063	438,218	27,147	95,000	0	-100.00 %
			TOTAL DEVELOPMENT SVCS ADMIN	1,068,270	898,135	649,894	786,946	672,750	-14.51 %
			Total Budgeted Full-Time Positions	2.00	3.00	4.00	4.00	4.00	0.00 %

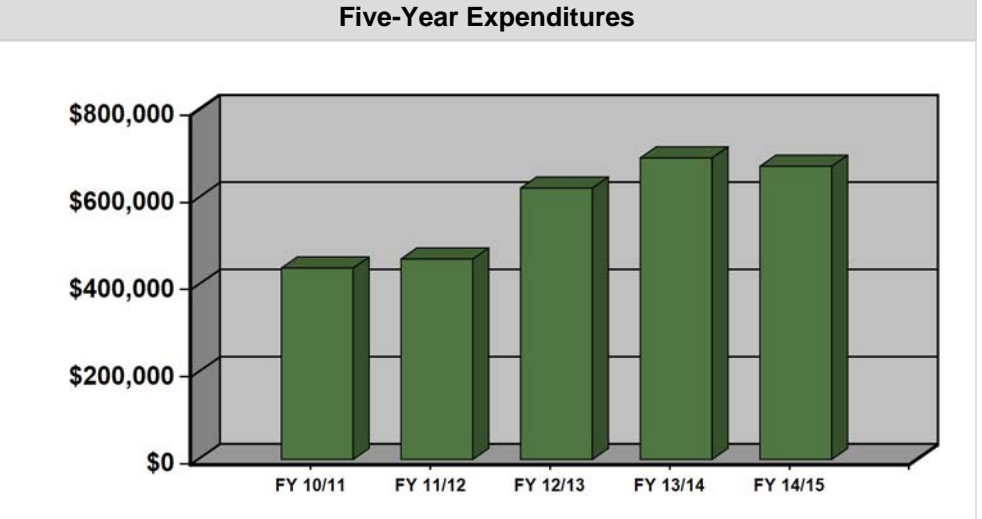
Division Budget Summary

Department: DEVELOPMENT SVCS ADMIN	Fund Title: GENERAL FUND
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Division: DEVELOPMENT SVCS ADMIN	Fund Number: 101
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Mission Statement:
 To ensure the professional delivery of development related services through the land development process, professional public improvement project construction management, and adherence to the uppermost development and maintenance standards that return long lasting economic and aesthetic benefits to the City. To ensure cohesive administration between development related activity and long term maintenance, in addition to enhancement of existing infrastructure.

- Selected Service Objectives:**
- To provide oversight of development impact fee programs, growth management, development agreements and architecture design guidelines
 - To promote development that provides economic and aesthetic benefits to the City
 - To provide professional management of the City's real property assets and to administer the Right of Way acquisition program
 - To deliver programs which protect and preserve the City's substantial investment in infrastructure and community facilities
 - To develop strategies and programs that extend the mission of the Development Services Organization for the benefit of the citizens 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	\$399,854	\$415,247	\$579,389	\$605,026	\$609,360	0.72 %
OPERATING COSTS	\$10,393	\$8,533	\$5,469	\$13,000	\$13,000	0.00 %
CONTRACTUAL SERVICES	\$23,961	\$26,966	\$23,660	\$55,580	\$30,580	-44.98 %
INTERNAL SERVICE CHARGES	\$0	\$9,170	\$13,440	\$18,340	\$19,810	8.02 %
CAPITAL EXPENDITURES	\$5,000	\$0	\$790	\$0	\$0	0.00 %
Total Expenditures	\$439,208	\$459,917	\$622,747	\$691,946	\$672,750	-2.77 %
Annual Percentage Change		4.72 %	35.40 %	11.11 %	-2.77 %	
Budgeted Staffing Level (FTEs)	2.00	3.00	4.00	4.00	4.00	