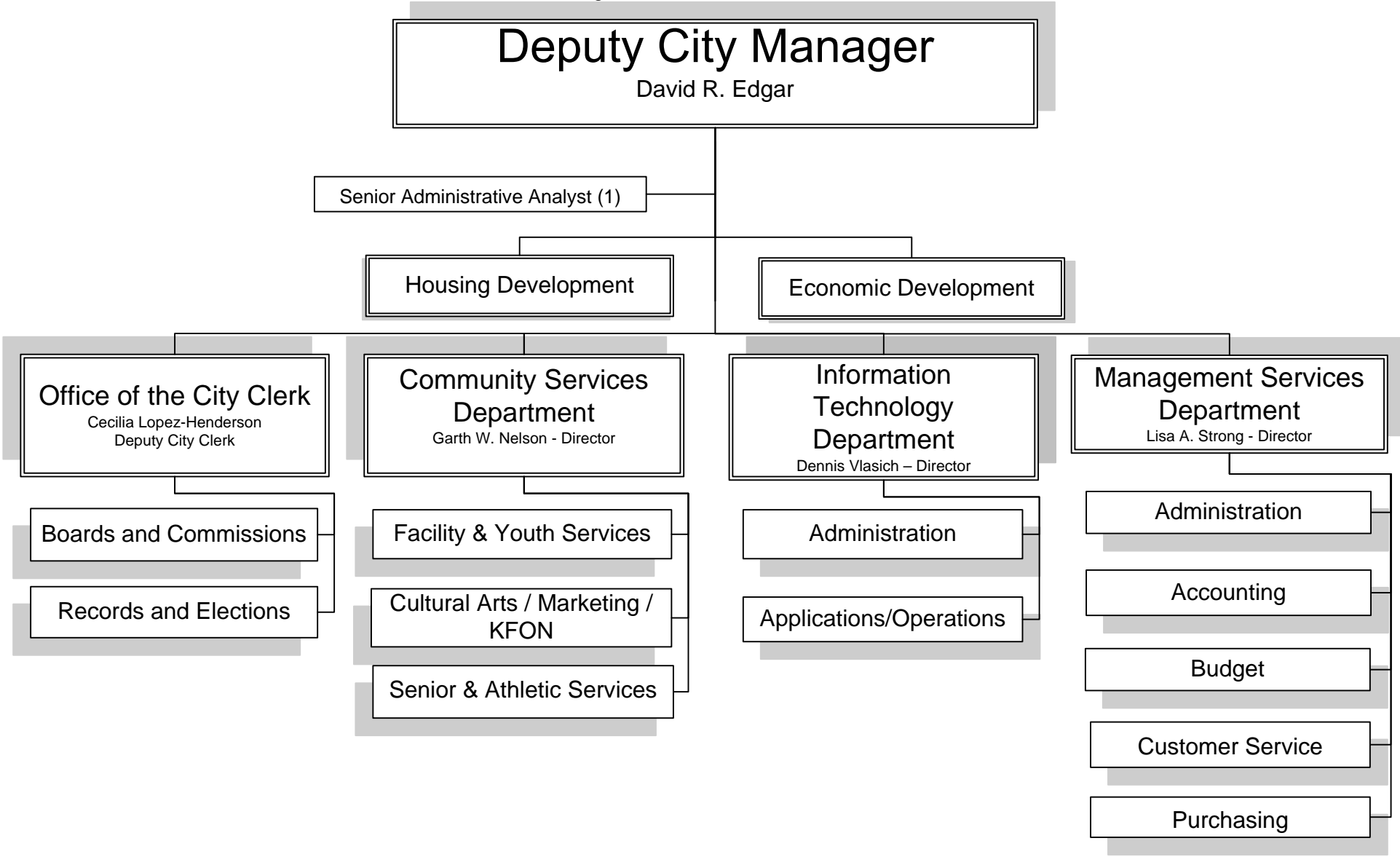


Administrative Services Organization

Effective 7/1/2015
Budgeted 100 FTE Positions
Budgeted 488 Part-Time Positions



Administrative Services Organization

Fiscal Year 2015-16

Overview

The Administrative Services Organization was created and has a primary “mission” to provide oversight of all administrative activities conducted within the City of Fontana. This organization was created to improve responsiveness, enhance customer service, increase operational efficiency and implement policy to achieve specific goals created by the City Manager.

The organization will continue to provide management oversight of the City’s comprehensive Economic Development Division which focuses on business retention, jobs creation and sales tax production, and the Housing Development Division which concentrates on senior housing construction, multi-family revitalization and construction, and home ownership assistance.

The Administrative Services Organization consists of four departments dedicated to the proactive implementation of the City Council’s “Vision” for the City of Fontana.

The mission of the **Office of the City Clerk** is to maintain the City’s permanent records, handle City-wide elections, prepare and distribute City Council agendas and provide administrative support to the Mayor, City Council, City Manager and various Boards and Commissions.

The mission of the **Community Services Department** is to create a dynamic, community-based department, to operate and offer programming at City Parks and Community facilities, to develop programming and oversee the KFON Cable Station and Studio, to conduct a wide variety of special events, to maintain programming and staffing levels (both current and future). In addition, this department oversees the Healthy Fontana Program, the after-school program and assists with the development of future Community Centers and recreation facilities.

The mission of the **Information Technology Department** is to proactively address all technology challenges facing City departments, to develop a customer service orientation, to address the technology needs of the City (current and future), and to provide cost-effective technology services. In addition, this department oversees development and implementation of the City’s comprehensive Geographic Information System (GIS), the City’s web page and all of the telephone, computer and web-based systems.

The mission of the **Management Services Department** is to provide customer support for all City departments, to provide timely and accurate financial information and to pursue continuous improvement practices across all City departments. In addition, this department oversees the City’s comprehensive audit program and preparation of the annual operating budget, Capital Improvement Program (CIP) and Comprehensive Annual Financial Report (CAFR).

Organization Department Summary

Organization	Department	2011/2012 Actual	2012/2013 Actual	2013/2014 Actual	2014/2015 Current	2015/2016 New Budget	% Change From Prior Year
ADMINISTRATIVE SERVICES							
	ADMINISTRATIVE SVCS ADMIN	6,193,553	3,300,378	2,671,887	9,340,301	5,360,590	-42.61 %
	OFFICE OF THE CITY CLERK	570,525	771,092	592,004	712,450	615,880	-13.55 %
	COMMUNITY SERVICES	12,943,350	13,120,322	12,915,801	14,821,488	15,206,080	2.59 %
	INFORMATION TECHNOLOGY	5,068,428	5,344,182	5,551,445	6,321,686	5,805,360	-8.17 %
	MANAGEMENT SERVICES	9,080,389	9,000,691	9,312,136	58,809,479	8,903,560	-84.86 %
TOTAL ADMINISTRATIVE SERVICES ORGANIZATION		33,856,244	31,536,665	31,043,274	90,005,403	35,891,470	-60.12 %
Total Budgeted Full-Time Personnel		97.00	98.05	98.90	100.00	100.00	0.00 %
Total Budgeted Part-Time Personnel		478.00	524.00	538.00	562.00	488.00	-13.17 %