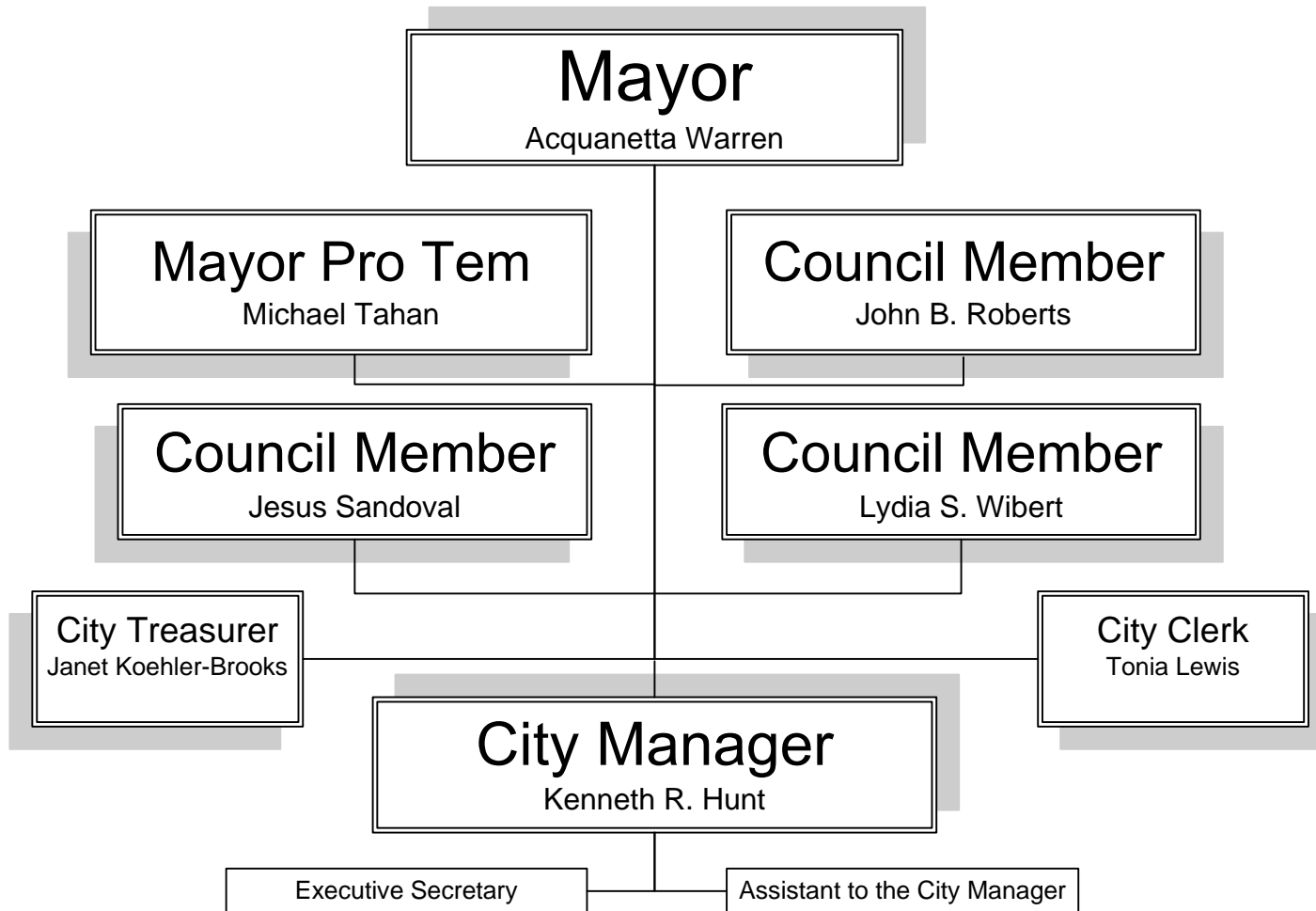


2015/2016 Organizational Chart

# City Administration

Effective 7/1/2015  
Budgeted 7 Elected Positions  
Budgeted 3 FTE Positions



# City Administration

Fiscal Year 2015-16

## 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.

# City Administration

Fiscal Year 2015-16

## 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 honored at the 2014 National League of Cities Conference for being the first city in California to have been designated a 5 Gold Medal Achiever as part of the *Let's Move! Cities, Towns and Counties* (LMCTC), an initiative dedicated to solving the childhood obesity epidemic within a generation.
- Scheduled community workshops as part of the planning process to complete the San Sevaine Trail Connectivity Plan funded by a grant from the California Department of Transportation (Caltrans). The planning process will help identify key connections for residents to commute to local jobs, schools and shopping areas and will address air quality, health and safety concerns.
- Transitioned Animal Control Services to Western Riverside County/City Animal Shelter.
- Approved the renewal of a three-year agreement with the Fontana Unified School District to operate \$3.5 million annual grant-funded after-school programs at 28 elementary schools and five middle schools supporting up to 3,300 students.
- Began comprehensive update (two-year project) to the City's General Plan and Zoning and Development Code (prior update was October 2003) to recognize the City's tremendous growth and new development patterns.
- Established Drought Strategy Community Meetings to provide residents with updates on water conservatin requirements, water supply, and details on rebates and educational programs.
- Completed concrete sidewalk bus stops at 28 locations within the City with funding provided by the Transportation Development Act (TDA) Grant.

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. 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. Construction commenced in October 2012 and the ribbon cutting ceremony was held in January 2015.
- **I-15 Duncan Canyon:** Duncan Canyon is currently an overpass with no connection to the I-15. Construction has begun and is expected to be completed in 2015.

## Departmental Summary

Fund	Division	2011/2012 Actual	2012/2013 Actual	2013/2014 Actual	2014/2015 Current	2015/2016 New Budget	% Change From Prior Year	
<b>CITY ADMINISTRATION</b>								
101	GENERAL FUND	ELECTED OFFICIALS	262,382	268,487	282,830	281,821	284,710	1.03 %
101	GENERAL FUND	CITY MANAGER	875,682	889,663	968,095	977,065	1,005,010	2.86 %
101	GENERAL FUND	CITY ATTORNEY	1,486,914	816,271	1,164,795	975,630	925,630	-5.12 %
		<b>TOTAL GENERAL FUND</b>	<b>2,624,978</b>	<b>1,974,421</b>	<b>2,415,720</b>	<b>2,234,516</b>	<b>2,215,350</b>	<b>-0.86 %</b>
241	AIR QUALITY MGMT DISTRICT	CITY MANAGER	93,165	0	0	0	0	0.00 %
		<b>TOTAL OTHER FUNDS</b>	<b>93,165</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00 %</b>
		<b>TOTAL CITY ADMINISTRATION</b>	<b>2,718,143</b>	<b>1,974,421</b>	<b>2,415,720</b>	<b>2,234,516</b>	<b>2,215,350</b>	<b>-0.86 %</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.

<p><b>Selected Service Objectives:</b></p> <ul style="list-style-type: none"> <li>• To provide the citizens of Fontana with stable and unified leadership</li> <li>• To continue to work as a team</li> <li>• To develop a sense of community</li> <li>• To provide the citizens and businesses of the City of Fontana with a safe and aesthetically pleasing community</li> <li>• To continue to work with neighboring jurisdictions, schools and businesses on various joint use agreements</li> </ul>	<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 11/12</td> <td>270,000</td> </tr> <tr> <td>FY 12/13</td> <td>280,000</td> </tr> <tr> <td>FY 13/14</td> <td>290,000</td> </tr> <tr> <td>FY 14/15</td> <td>295,000</td> </tr> <tr> <td>FY 15/16</td> <td>300,000</td> </tr> </tbody> </table>	Fiscal Year	Expenditure (\$)	FY 11/12	270,000	FY 12/13	280,000	FY 13/14	290,000	FY 14/15	295,000	FY 15/16	300,000
Fiscal Year	Expenditure (\$)												
FY 11/12	270,000												
FY 12/13	280,000												
FY 13/14	290,000												
FY 14/15	295,000												
FY 15/16	300,000												

**Five-Year History**

Expenditure Category	Audited Actual			Budget		
	FY 11/12	FY 12/13	FY 13/14	Current FY 14/15	New FY 15/16	% Change From Prior Year
PERSONNEL SERVICES	\$192,693	\$198,556	\$204,154	\$213,611	\$216,050	1.14 %
OPERATING COSTS	\$55,040	\$54,651	\$60,666	\$49,370	\$49,370	0.00 %
CONTRACTUAL SERVICES	\$0	\$0	\$0	\$0	\$0	0.00 %
INTERNAL SERVICE CHARGES	\$14,650	\$15,280	\$18,010	\$18,840	\$19,290	2.39 %
<b>Total Expenditures</b>	<b>\$262,382</b>	<b>\$268,487</b>	<b>\$282,830</b>	<b>\$281,821</b>	<b>\$284,710</b>	<b>1.03 %</b>
Annual Percentage Change		2.33 %	5.34 %	-0.36 %	1.03 %	
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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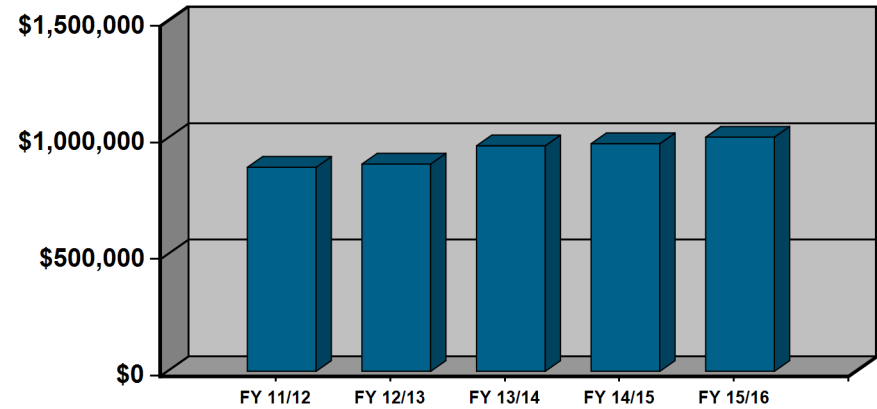
<b>Division: CITY MANAGER</b>	<b>Fund Number: 101</b>
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**Mission Statement:**  
 To provide direction and leadership in the delivery of municipal services to the citizens and businesses of the City of Fontana.

**Selected Service Objectives:**

- To maintain the City's commitment to a safe and aesthetically pleasing community
- To increase business and economic development through a responsive and consistent community development process
- To continue to maintain a fiscally sound operation while improving the level of service delivered to the community
- To enhance annexation opportunities
- To foster a sense of community and encourage citizen participation

**Five-Year Expenditures**



**Five-Year History**

Expenditure Category	Audited Actual			Budget		
	FY 11/12	FY 12/13	FY 13/14	Current FY 14/15	New FY 15/16	% Change From Prior Year
PERSONNEL SERVICES	\$669,716	\$664,377	\$714,017	\$718,215	\$744,680	3.68 %
OPERATING COSTS	\$46,797	\$46,953	\$36,248	\$39,100	\$39,100	0.00 %
CONTRACTUAL SERVICES	\$125,098	\$144,412	\$177,220	\$178,950	\$178,950	0.00 %
INTERNAL SERVICE CHARGES	\$34,070	\$33,920	\$40,610	\$40,800	\$42,280	3.63 %
<b>Total Expenditures</b>	<b>\$875,682</b>	<b>\$889,663</b>	<b>\$968,095</b>	<b>\$977,065</b>	<b>\$1,005,010</b>	<b>2.86 %</b>
Annual Percentage Change		1.60 %	8.82 %	0.93 %	2.86 %	
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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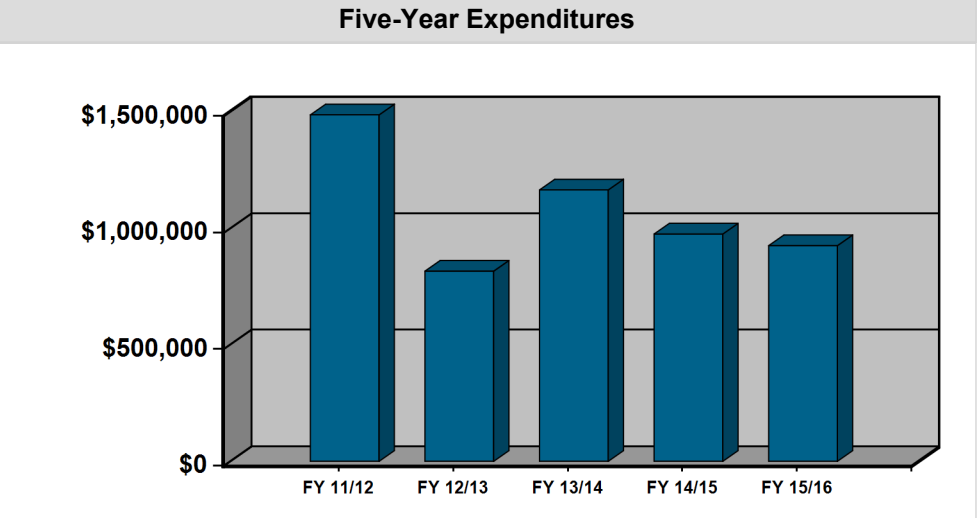
<b>Division: CITY ATTORNEY</b>	<b>Fund Number: 101</b>
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**Mission Statement:**  
To provide legal services and counsel to the City Council, Boards, Bureaus, Commissions and staff.

**Selected Service Objectives:**

- To reduce City litigation through close working relationships with the City Council, Risk Management and City departments
- To provide defense for City Council, Boards, Bureaus, Commissions and employees in matters related to the business of the City
- 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
- To provide assistance in the area of labor negotiations

FY 2011/12 expenditures were partially offset by a \$300,000 reimbursement pursuant to a settlement agreement and judgment.



**Five-Year History**

Expenditure Category	Audited Actual			Budget		
	FY 11/12	FY 12/13	FY 13/14	Current FY 14/15	New FY 15/16	% Change From Prior Year
PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	0.00 %
OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	0.00 %
CONTRACTUAL SERVICES	\$1,486,914	\$816,271	\$1,164,795	\$975,630	\$925,630	-5.12 %
<b>Total Expenditures</b>	<b>\$1,486,914</b>	<b>\$816,271</b>	<b>\$1,164,795</b>	<b>\$975,630</b>	<b>\$925,630</b>	<b>-5.12 %</b>
Annual Percentage Change		-45.10 %	42.70 %	-16.24 %	-5.12 %	