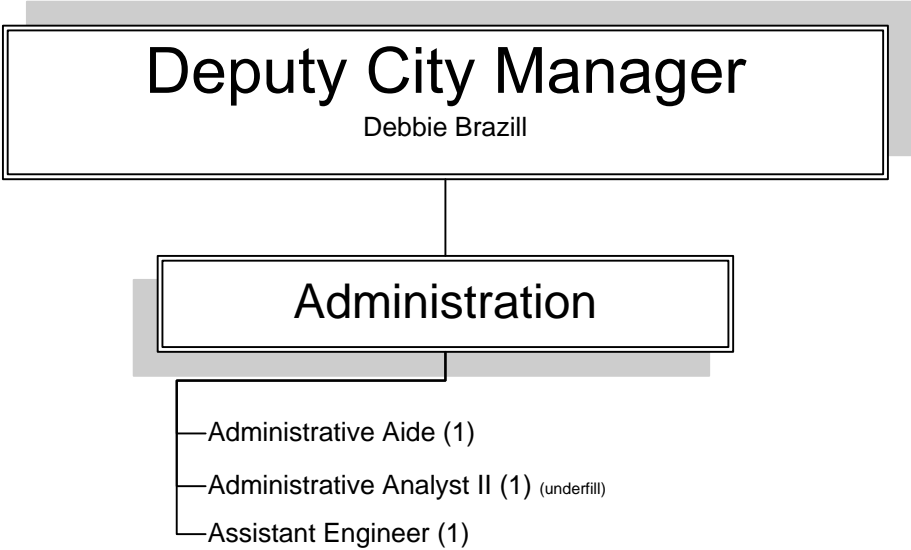


2015/2016 Organizational Chart

Development Services

Effective 7/1/2015
Budgeted 4 FTE Positions



Development Services

Fiscal Year 2015-16

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 2015-16

Goals & Performance Measures

Department Goals				City Council Goal
1	Maintain a standard of excellent customer service			8
2	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
3	Obtain right of way for various traffic signal projects, sawtooth projects and street widening projects			1,2,4
4	Partner with property owners to process street vacation			5,6

Performance Measures	Actual 2013-14	Estimated 2014-15	Target 2015-16	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)	4.52	4.61	4.75	1
To facilitate the installation of public infrastructure: Number of properties acquired for street improvement projects Properties acquired through dedication	6 50%	15 16%	7 65%	1,2,3 1,2,3

Accomplishments

- Acquisition of 3 parcels for the Foothill/Sultana Traffic Signal project
- Acquisition of 2 parcels for the Beech/Foothill Traffic Signal project
- Acquisition of 1 parcel for the Santa Ana/Citrus Avenue Traffic Signal project
- Completed Right of Way for 9 parcels on Martin Ave.
- Completed various surplus property sales

Departmental Summary

Fund	Division	2011/2012 Actual	2012/2013 Actual	2013/2014 Actual	2014/2015 Current	2015/2016 New Budget	% Change From Prior Year	
DEVELOPMENT SVCS ADMIN								
101	GENERAL FUND	DEVELOPMENT SVCS ADMIN	459,917	622,747	640,694	751,789	713,650	-5.07 %
		TOTAL GENERAL FUND	459,917	622,747	640,694	751,789	713,650	-5.07 %
601	CAPITAL REINVESTMENT	DEVELOPMENT SVCS ADMIN	438,218	27,147	0	0	0	0.00 %
632	GENERAL GOVERNMENT	DEVELOPMENT SVCS ADMIN	0	0	94,737	1,741	0	-100.00 %
		TOTAL OTHER FUNDS	438,218	27,147	94,737	1,741	0	-100.00 %
		TOTAL DEVELOPMENT SVCS ADMIN	898,135	649,894	735,431	753,530	713,650	-5.29 %
		Total Budgeted Full-Time Positions	3.00	4.00	4.00	4.00	4.00	0.00 %

Division Budget Summary

Department: DEVELOPMENT SVCS ADMIN **Fund Title: GENERAL FUND**

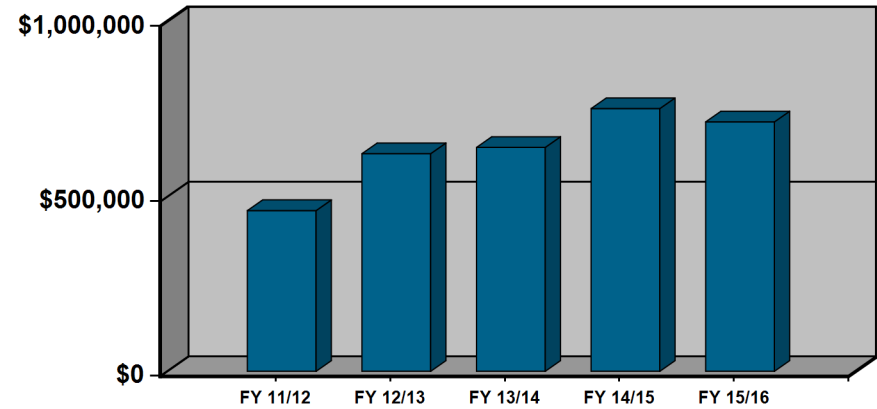
Division: DEVELOPMENT SVCS ADMIN **Fund Number: 101**

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: **Five-Year Expenditures**

- 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 11/12	FY 12/13	FY 13/14	Current FY 14/15	New FY 15/16	
PERSONNEL SERVICES	\$415,247	\$579,389	\$575,638	\$648,024	\$647,760	-0.04 %
OPERATING COSTS	\$8,533	\$5,469	\$7,735	\$15,000	\$13,250	-11.67 %
CONTRACTUAL SERVICES	\$26,966	\$23,660	\$38,981	\$68,955	\$32,830	-52.39 %
INTERNAL SERVICE CHARGES	\$9,170	\$13,440	\$18,340	\$19,810	\$19,810	0.00 %
CAPITAL EXPENDITURES	\$0	\$790	\$0	\$0	\$0	0.00 %
Total Expenditures	\$459,917	\$622,747	\$640,694	\$751,789	\$713,650	-5.07 %
Annual Percentage Change		35.40 %	2.88 %	17.34 %	-5.07 %	
Budgeted Staffing Level (FTEs)	3.00	4.00	4.00	4.00	4.00	