

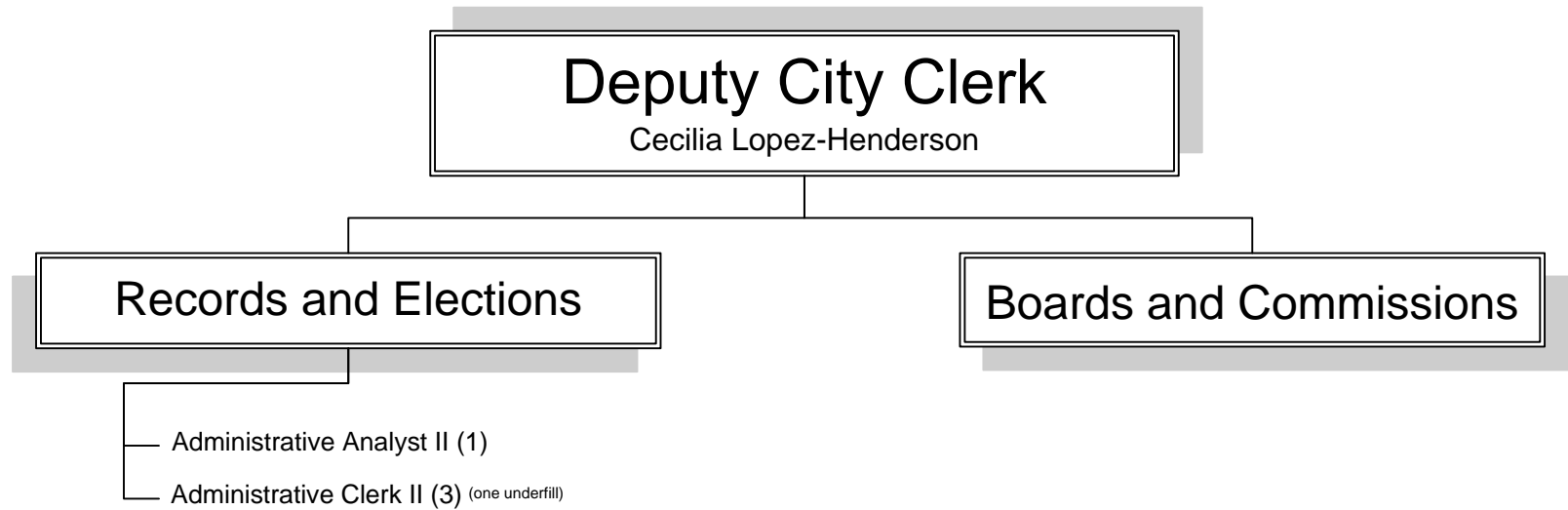
2016/2017 Organizational Chart

Office of the City Clerk

Effective 7/1/2016

Budgeted 5 FTE Positions

Budgeted 2 Part-Time Positions





Office of the City Clerk

Fiscal Year 2016-17

Overview

City Clerk's Office

The City Clerk's Office serves as the historian for the City and the direct link to its citizens keeping them informed of official actions of City government. The department prepares City Council agendas, maintains complete and accurate official City records which include records of all proceedings; maintains a current Municipal Code; conducts all municipal elections as well as any special elections which may be called; files Campaign Statements and Statements of Economic Interests as required by the Fair Political Practices Commission (FPPC) and municipal law; publishes all ordinances adopted by the City Council; assists with legal noticing; administers the Oath of Allegiance to elected and appointed Commission members; and prepares Proclamations and certificates. This department also accepts all liability claims, subpoenas filed against the City, and Public Record Requests.

Boards and Commissions

The Planning Commission consists of five members, residents of the community appointed by the Mayor with the consensus of the City Council. The Commission's purpose is to review and make decisions on a variety of land use matters such as subdivisions, conditional use permits, community and specific plans, design review, Alcohol Beverage Control (ABC) license requests and variances. The Commission holds regularly scheduled meetings to review development applications and proposals, as well as make recommendations to the City Council on changes to the Development Code, Municipal Code, and land use policies.

The Parks and Community Services Commission consists of seven members, residents of the community appointed by the Mayor with the consensus of the City Council. The Commission works in cooperation with all governmental agencies and civic groups for the advancement of sound recreation planning and programming by providing diversified recreation, sports, after-school and senior citizen programs, and special events.

Goals & Performance Measures

Department Goals		City Council Goal
1	Proactively process agreements, resolutions ordinances, and claims in a formal and timely manner	1
2	Complete written procedures manual for day-to-day operations of the City Clerk's Office	1
3	Ensure completion of Public Records Requests as established by California State Law	2
4	Ensure City and Commission compliance with Brown Act and Fair Political Practice Commission regulations	1,2



Office of the City Clerk

Fiscal Year 2016-17

Goals & Performance Measures

Department Goals				City Council Goal
5	Continue to work with Information Technology to provide access to public records			2
6	Continue to manage Centralized Records Center to scan and index all City records			2
7	Monitor City Clerk, City Manager, Elected Official, and Board & Commission's web pages to ensure that information is accurate and up to date			8
9	Conduct and manage the November 2016 General Municipal elections			1,2,7

Performance Measures	Actual 2014-15	Estimated 2015-16	Target 2016-17	Department Goal
To expeditiously process all contracts, resolutions, ordinances and claims:				
Number of contracts processed	191	268	280	1
Number of resolutions processed	101	105	110	1
Number of ordinances processed	32	30	35	1
Number of claims processed	105	82	80	1
To ensure that public record requests are processed expeditiously and adhere to the parameters established by State law:				
Percent of public record requests and subpoenas completed within 10 days	95%	99%	99%	3
To ensure compliant notice of City and Commission meetings:				
Percent of compliant City entity meeting agenda postings	100%	100%	100%	4
Percent of compliant Commission meeting agenda postings	100%	100%	100%	4
To distribute City Council agenda packet in a timely manner:				
Number of City Council agendas prepared Thursday preceding meeting	26	25	25	6
To scan and index City documents into Laserfiche:				
Number of records scanned and indexed	63,000	140,190	150,000	7



Office of the City Clerk

Fiscal Year 2016-17

Accomplishments

- In conjunction with IT department, successfully implemented the Integrated Voting System into Novus Agenda Manager
- Continued to facilitate Centralized Scan Center and worked with various departments to scan and index permanent and current records
- Completed scanning and indexing of official agreements, resolutions, ordinances and minutes to maintain current records
- Implemented quarterly updates of the City's Municipal Code
- Completed annual filings for Fair Political Practices Commission (FPPC) Forms 700 and Campaign Statements
- Provided excellent internal and external customer service and information to the public
- Improved accuracy and timely preparation of agendas and minutes

Lewis Library and Technology Center

Lewis Library and Technology Center



The Lewis Library and Technology Center is a place for all generations; from the youngest child coming with his mother to a story-telling program, to the young student researching a school paper on the Internet, to an adult coming to explore new career opportunities, to a senior enjoying a newspaper in her native language.

Departmental Summary

Fund		Division	2012/2013 Actual	2013/2014 Actual	2014/2015 Actual	2015/2016 Current	2016/2017 New Budget	% Change From Prior Year
OFFICE OF THE CITY CLERK								
101	GENERAL FUND	BOARDS & COMMISSIONS	37,038	21,337	18,785	30,470	30,000	-1.54 %
101	GENERAL FUND	RECORDS AND ELECTIONS	734,054	570,667	644,824	586,125	729,390	24.44 %
TOTAL GENERAL FUND			771,092	592,004	663,609	616,595	759,390	23.16 %
TOTAL OFFICE OF THE CITY CLERK			771,092	592,004	663,609	616,595	759,390	23.16 %
Total Budgeted Full-Time Positions			6.00	6.00	5.00	5.00	5.00	0.00 %
Total Budgeted Part-Time Positions			2.00	2.00	2.00	2.00	2.00	0.00 %

Division Budget Summary

Department: OFFICE OF THE CITY CLERK	Fund Title: GENERAL FUND												
Division: BOARDS & COMMISSIONS	Fund Number: 101												
Mission Statement:													
To create a well-planned community, promote and participate in activities which benefit the citizens of the City of Fontana.													
Selected Service Objectives:	Five-Year Expenditures												
<ul style="list-style-type: none"> • Parks and Community Services Commission: <ul style="list-style-type: none"> - To foster inter-group relations between all people in the community - To provide diversified recreational and sports programs, after-school programs, senior citizen programs and special events and services, along with development programs, which will generate revenue to the City - To cooperate with all governmental agencies and civic groups in the advancement of sound recreational planning and programming • Planning Commission: <ul style="list-style-type: none"> - To improve the general quality of life within the community by promoting aesthetically pleasing development and balanced growth - To cooperate with all governmental agencies in the advancement of sound planning and programming 	<table border="1"> <caption>Five-Year Expenditures Data</caption> <thead> <tr> <th>Fiscal Year</th> <th>Expenditure (\$)</th> </tr> </thead> <tbody> <tr> <td>FY 12/13</td> <td>37,038</td> </tr> <tr> <td>FY 13/14</td> <td>21,337</td> </tr> <tr> <td>FY 14/15</td> <td>18,785</td> </tr> <tr> <td>FY 15/16</td> <td>30,470</td> </tr> <tr> <td>FY 16/17</td> <td>30,000</td> </tr> </tbody> </table>	Fiscal Year	Expenditure (\$)	FY 12/13	37,038	FY 13/14	21,337	FY 14/15	18,785	FY 15/16	30,470	FY 16/17	30,000
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Five-Year History													

Expenditure Category	Audited Actual			Budget		% Change From Prior Year
	FY 12/13	FY 13/14	FY 14/15	Current FY 15/16	New FY 16/17	
PERSONNEL SERVICES	\$33,498	\$19,247	\$16,068	\$27,880	\$27,880	0.00 %
OPERATING COSTS	\$2,320	\$1,130	\$1,838	\$1,700	\$1,700	0.00 %
CONTRACTUAL SERVICES	\$0	\$0	\$0	\$0	\$0	0.00 %
INTERNAL SERVICE CHARGES	\$1,220	\$960	\$880	\$890	\$420	-52.81 %
Total Expenditures	\$37,038	\$21,337	\$18,785	\$30,470	\$30,000	-1.54 %
Annual Percentage Change		-42.39 %	-11.96 %	62.20 %	-1.54 %	
Budgeted Staffing Level (PT FTEs)	2.00	2.00	2.00	2.00	2.00	

Division Budget Summary

Department: OFFICE OF THE CITY CLERK	Fund Title: GENERAL FUND												
Division: RECORDS AND ELECTIONS	Fund Number: 101												
Mission Statement:													
To maintain the City's permanent records, handle City-wide elections, prepare and distribute City Council agendas and minutes, and provide administrative support to the Mayor, City Council, City Manager and various Boards and Commissions.													
Selected Service Objectives:	Five-Year Expenditures												
<ul style="list-style-type: none"> • To provide administrative support to the City Manager, Mayor and Council Members • To provide assistance, retention and management of the City-wide Records Management Program • To provide informational services to meet the needs of the community • To create and update informational handouts to the public • To expand knowledge in the area of the Optical Disk Imaging System • To work with the Technology Services Department in providing documents on the City's website • To work with Risk Management and the City Attorney regarding liability claims and subpoenas filed with the City • To provide election support in conjunction with the San Bernardino County Registrar's Office • To prepare a concise and well-ordered City Council agenda packet in a timely manner 	<table border="1"> <caption>Five-Year Expenditures Data</caption> <thead> <tr> <th>Fiscal Year</th> <th>Expenditure (\$)</th> </tr> </thead> <tbody> <tr> <td>FY 12/13</td> <td>750,000</td> </tr> <tr> <td>FY 13/14</td> <td>600,000</td> </tr> <tr> <td>FY 14/15</td> <td>650,000</td> </tr> <tr> <td>FY 15/16</td> <td>600,000</td> </tr> <tr> <td>FY 16/17</td> <td>750,000</td> </tr> </tbody> </table>	Fiscal Year	Expenditure (\$)	FY 12/13	750,000	FY 13/14	600,000	FY 14/15	650,000	FY 15/16	600,000	FY 16/17	750,000
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Five-Year History													

Expenditure Category	Audited Actual			Budget		
	FY 12/13	FY 13/14	FY 14/15	Current FY 15/16	New FY 16/17	% Change From Prior Year
PERSONNEL SERVICES	\$600,553	\$476,532	\$499,044	\$498,965	\$529,500	6.12 %
OPERATING COSTS	\$58,893	\$73,975	\$63,051	\$67,300	\$67,520	0.33 %
CONTRACTUAL SERVICES	\$62,217	\$0	\$67,659	\$4,000	\$116,000	2,800.00 %
INTERNAL SERVICE CHARGES	\$12,390	\$20,160	\$15,070	\$15,860	\$16,370	3.22 %
Total Expenditures	\$734,054	\$570,667	\$644,824	\$586,125	\$729,390	24.44 %
Annual Percentage Change		-22.26 %	12.99 %	-9.10 %	24.44 %	
Budgeted Staffing Level (FTEs)	6.00	6.00	5.00	5.00	5.00	