

2016/2017 Organizational Chart

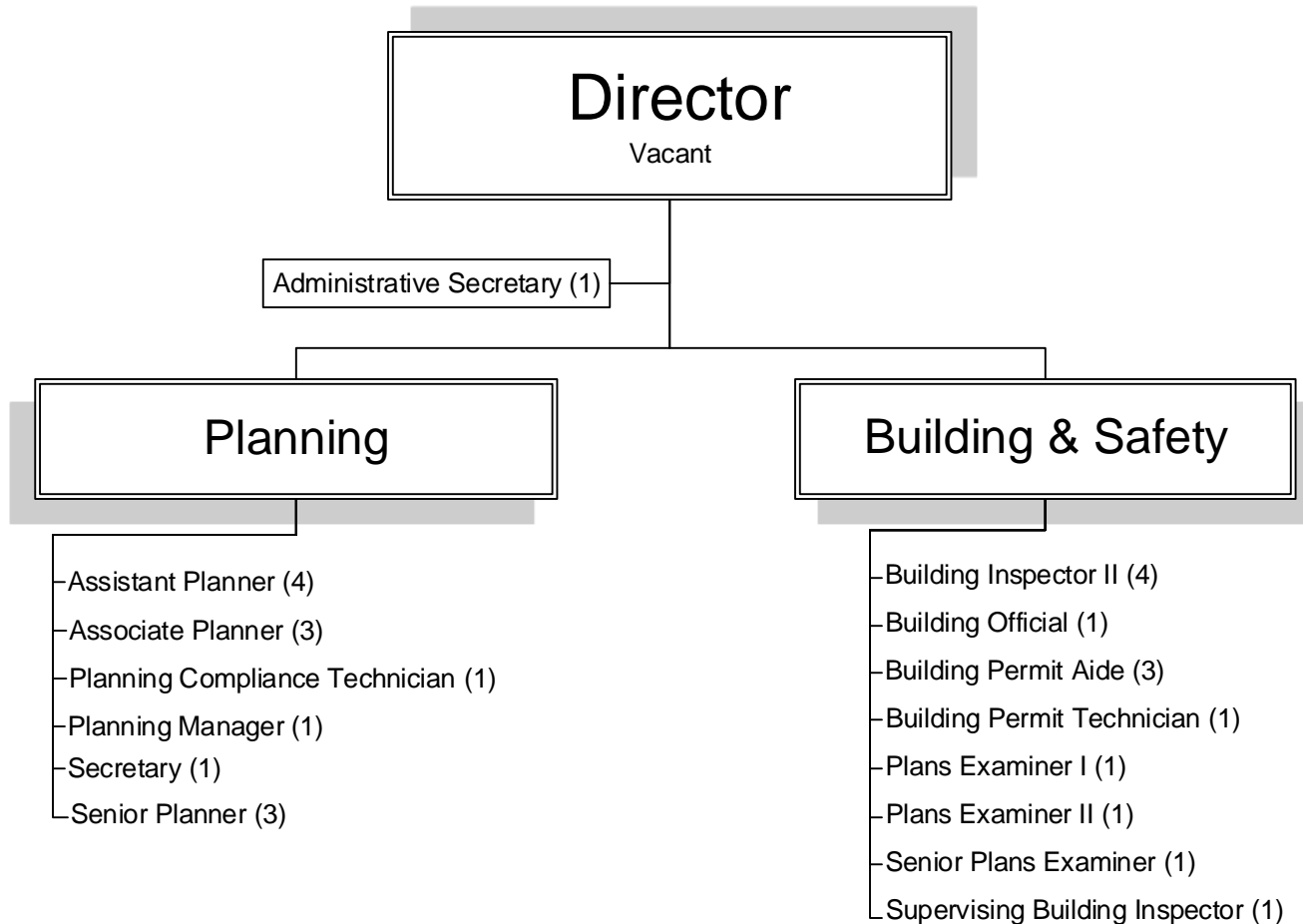
Community Development

Effective 7/1/2016

Budgeted 28 FTE Positions

Budgeted 1 Part-Time Position

Budgeted 2 Intern Positions





Community Development

Fiscal Year 2016-17

Overview

The **Community Development Department** consists of the Planning Division and the Building & Safety Division. The Planning Division provides planning and staff support to the Planning Commission and assists the Planning Commission, the City Council, and the public in applying the community's strategic growth and development vision as defined by the City Council through the goals and policies of the General Plan and the implementation of those policies through the Zoning and Development Code. The Building & Safety Division implements and enforces State laws and City ordinances that relate to structural, fire and health/life safety requirements, through the review of plans, issuance of permits, and inspection of new construction or addition/rehabilitation of existing structures.

Goals & Performance Measures

Department Goals		City Council Goal
1	Continue to maintain a "One Stop" shop to ensure excellent customer service	2,4
2	Support the Information Technology Department with implementing new E-Plan Check Processing and maintaining the permitting system to ensure "user friendly" access	1,2
3	Continually update the public computer kiosk to offer more information and better customer service	2
4	Continue to improve and update the Development Review process, ensuring faster processing times while maintaining technical quality	3,4,9
5	Adopt the 2015-2035 General Plan	2,4,8
6	Continue to review the SWIP Specific Plan ordinance	2,3,4
7	Complete the Westgate Specific Plan update and Environmental Impact Report	3,4,5
8	Coordinate the team building process in the Development Services Organization for Planning, Building & Safety, Fire Prevention and Engineering	2,3,4
9	Continue partnership with Lewis Operating Corp to process single-family subdivisions within the Arboretum Specific Plan	4,6
10	Continue partnership with Trammel Crow Co., processing an entitlement of a 580,000 square foot warehouse logistics/distribution center	4,6
11	Continue to support the Ontario Airport Land Use Compatibility Plan	7
12	Continue to process the West Valley Specific Plan and Environmental Impact Report	4,6,8



Community Development

Fiscal Year 2016-17

Goals & Performance Measures - continued

Department Goals		City Council Goal
13	Initiate the Downtown Specific Plan	5
14	Adopt the Climate Action Plan	4
15	Adopt the Local CEQA Guidelines, Non-Conforming Uses and Structures, Wireless Telecommunication Towers and Structures and the Massage Establishment Ordinances	4

Performance Measures	Actual 2014-15	Estimated 2015-16	Target 2016-17	Department Goal
To maintain a standard of excellent customer service:				
Number of telephone calls received	4,695	9,800	13,000	1
Planning telephone calls returned the same day	95%	97%	95%	1
Planning telephone calls returned within one business day	100%	100%	100%	1
Planning inspection requests responded to on the same business day	70%	72%	65%	1
Planning inspection requests responded to within one business day	98%	98%	95%	1
Planning inspection requests responded to within two business days	100%	100%	100%	1
Average number of building related inspections performed per day	121	179	150	1
Average number of Building and Safety customers assisted at the public counter in a business hour	6.0	6.0	6.0	1
Total Plan Checks submitted for initial review	2008	1,800	1,800	1,8
Plan Checks submitted for initial review which met turnaround time goal:				
Type I – minor improvements – 3 weeks	91%	98%	97%	1,8
Type II – major improvements and standard new construction – 5 weeks	100%	98%	100%	1,8
Type III – major new construction – 6 weeks	100%	100%	100%	1,8



Community Development

Fiscal Year 2016-17

Goals & Performance Measures - continued

Performance Measures	Actual 2014-15	Estimated 2015-16	Target 2016-17	Department Goal
To promote economic development within the City:				
Pre-Application Meetings occurring within two weeks of request	61%	65%	10%	6,8
Pre-Application Meetings occurring within three weeks of request	88%	88%	50%	6,8
Pre-Application Meetings occurring within four weeks of request	100%	100%	100%	6,8
 Ordinances adopted to ensure the Zoning and Development Code & Specific Plans reflect ongoing General Plan goals and addresses the growing needs of the community	 4	 5	 4	 9
General Plan Elements to be amended ensuring the General Plan reflects ongoing changes and the growing needs of the community	1	1	1	9

Accomplishments

- Approved subdivision of over 300 lots for single-family and 119 units for multiple family residential development
- Entitled approximately 1.1 million square feet of space for industrial development
- Approved over 100,000 square feet of space for commercial/office development
- Completed more than 900 business license inspections
- Assisted over 6,500 customers at the Planning Division counter and over 9,000 customers over the phone
- Processed over 1,500 plan check submittals
- Performed more than 25,000 inspections on residential, commercial and industrial projects
- Issued more than 3,400 permits with a total valuation of over \$375 million
- Continued to convert archived building plans to digital format for the preservation of historical reference material
- Updated department website to include development project entitlements information, public hearing notices, environmental documents and Specific Plans
- Completed the draft document for the Climate Action Plan in response to AB32 and SB375
- Continued progress on the comprehensive General Plan and Development Code update.
- Adopted Fire Severity Hazard Overlay Ordinance
- Ongoing improvements in streamlining the development review process.
- Consolidated multiple Planning phone lines into one answered by the Administrative staff.

Summer Camps *Summer Camps*

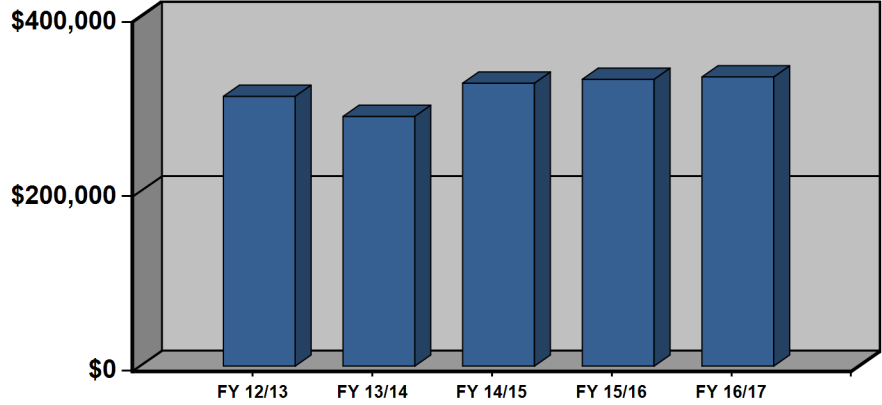


Fontana's eight summer day camps offer many fun and educational activities in a safe and supervised environment. Campers will experience nature walks, arts & crafts, swimming, sports, interactive games, computer time and many other daily activities.

Departmental Summary

Fund		Division	2012/2013 Actual	2013/2014 Actual	2014/2015 Actual	2015/2016 Current	2016/2017 New Budget	% Change From Prior Year
COMMUNITY DEVELOPMENT								
101	GENERAL FUND	COMMUNITY DEV ADMIN	309,610	286,549	324,675	329,140	331,850	0.82 %
101	GENERAL FUND	PLANNING	1,386,778	1,392,776	1,494,611	1,644,292	1,630,410	-0.84 %
101	GENERAL FUND	BUILDING & SAFETY	1,532,199	1,757,283	1,763,356	2,002,148	1,652,330	-17.47 %
TOTAL GENERAL FUND			3,228,587	3,436,609	3,582,643	3,975,580	3,614,590	-9.08 %
601	CAPITAL REINVESTMENT	COMMUNITY DEV ADMIN	0	0	164,531	1,444,469	0	-100.00 %
601	CAPITAL REINVESTMENT	PLANNING	1,246	17,066	0	274,411	0	-100.00 %
631	FIRE ASSESSMENT	PLANNING	0	(1,982)	0	0	0	0.00 %
634	LIBRARY CAP IMPROVEMENT	PLANNING	0	53,666	0	0	0	0.00 %
TOTAL OTHER FUNDS			1,246	68,749	164,531	1,718,880	0	-100.00 %
TOTAL COMMUNITY DEVELOPMENT			3,229,833	3,505,358	3,747,173	5,694,460	3,614,590	-36.52 %
Total Budgeted Full-Time Positions			29.00	29.00	29.00	29.00	28.00	-3.45 %
Total Budgeted Part-Time Positions			0.00	0.00	0.00	3.00	3.00	0.00 %

Division Budget Summary

Department: COMMUNITY DEVELOPMENT	Fund Title: GENERAL FUND												
Division: COMMUNITY DEV ADMIN	Fund Number: 101												
Mission Statement:													
To provide stewardship and administrative oversight regarding land development issues; to participate in development agreements; and to execute the vision of the City Council through adherence to the highest development standards for the community, enabling future generations to enjoy the benefits of a true quality of life community.													
Selected Service Objectives:	Five-Year Expenditures												
<ul style="list-style-type: none"> • To develop strategies and programs that deliver excellence in customer service • To promote economic development that benefits the City • To work with the City's management team, City Council and Planning Commission to develop long-range planning goals as defined in the General Plan • To provide management oversight of development impact fee programs, growth management, development agreements, and architecture design guidelines • To develop and improve interdepartmental management systems to improve communication and coordination efforts • To continually look for ways to improve the development process 	 <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>320,000</td> </tr> <tr> <td>FY 13/14</td> <td>280,000</td> </tr> <tr> <td>FY 14/15</td> <td>330,000</td> </tr> <tr> <td>FY 15/16</td> <td>330,000</td> </tr> <tr> <td>FY 16/17</td> <td>330,000</td> </tr> </tbody> </table>	Fiscal Year	Expenditure (\$)	FY 12/13	320,000	FY 13/14	280,000	FY 14/15	330,000	FY 15/16	330,000	FY 16/17	330,000
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FY 16/17	330,000												
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	\$299,814	\$266,541	\$297,929	\$303,510	\$312,160	2.85 %
OPERATING COSTS	\$2,766	\$10,357	\$16,857	\$16,000	\$10,000	-37.50 %
CONTRACTUAL SERVICES	\$0	\$0	\$0	\$0	\$0	0.00 %
INTERNAL SERVICE CHARGES	\$7,030	\$9,650	\$9,890	\$9,630	\$9,690	0.62 %
Total Expenditures	\$309,610	\$286,549	\$324,675	\$329,140	\$331,850	0.82 %
Annual Percentage Change		-7.45 %	13.31 %	1.38 %	0.82 %	
Budgeted Staffing Level (FTEs)	2.00	2.00	2.00	2.00	2.00	

Division Budget Summary

Department: COMMUNITY DEVELOPMENT	Fund Title: GENERAL FUND												
Division: PLANNING	Fund Number: 101												
Mission Statement:													
To enhance the quality of life within the City by receiving and processing applications for development in a responsible and timely manner; implement and enforce pertinent State laws and issues applicable to the Planning Division; implement goals and policies in the General Plan; comply with the provisions of the California Environmental Quality Act													
Selected Service Objectives:	Five-Year Expenditures												
<ul style="list-style-type: none"> • To continue to update the Development Code, policies, and applications for clarity and ease of use by the general public and staff • To provide technical staff support to the Development Advisory Board, Planning Commission, City Council, and the Public Counter • To process Administrative Site Plan reviews within 90-120 days of submission • To process Zone Changes and Ordinances within 180-210 days of submission • To process Design Review applications within 120-180 days of submission • To process Conditional Use Permit Applications within 120-180 days of submission • To process Temporary Use Permit Applications within 5 days of submission • To process Variances within 120 days of submission • To process Tract Maps within 120-180 days of submission • To provide technical and environmental assistance to departments for City initiated projects • To administer the Annexation program as needed 	<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>1,400,000</td> </tr> <tr> <td>FY 13/14</td> <td>1,400,000</td> </tr> <tr> <td>FY 14/15</td> <td>1,500,000</td> </tr> <tr> <td>FY 15/16</td> <td>1,700,000</td> </tr> <tr> <td>FY 16/17</td> <td>1,650,000</td> </tr> </tbody> </table>	Fiscal Year	Expenditure (\$)	FY 12/13	1,400,000	FY 13/14	1,400,000	FY 14/15	1,500,000	FY 15/16	1,700,000	FY 16/17	1,650,000
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FY 16/17	1,650,000												
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	\$1,327,251	\$1,295,795	\$1,365,663	\$1,524,230	\$1,488,560	-2.34 %
OPERATING COSTS	\$22,053	\$37,576	\$50,621	\$47,300	\$63,060	33.32 %
CONTRACTUAL SERVICES	(\$10,465)	(\$1,095)	\$11,698	\$2,822	\$10,000	254.36 %
INTERNAL SERVICE CHARGES	\$47,940	\$60,500	\$66,630	\$69,940	\$68,790	-1.64 %
Total Expenditures	\$1,386,778	\$1,392,776	\$1,494,611	\$1,644,292	\$1,630,410	-0.84 %
Annual Percentage Change		0.43 %	7.31 %	10.01 %	-0.84 %	
Budgeted Staffing Level (FTEs)	13.00	13.00	13.00	13.00	13.00	
Budgeted Staffing Level (PT FTEs)	0.00	0.00	0.00	3.00	3.00	

Division Budget Summary

Department: COMMUNITY DEVELOPMENT	Fund Title: GENERAL FUND												
Division: BUILDING & SAFETY	Fund Number: 101												
Mission Statement:													
To implement and enforce State law and local codes and ordinances regarding minimum fire, health, and life safety requirements through the review of plans and inspection of all construction activities for new and existing structures													
Selected Service Objectives:	Five-Year Expenditures												
<ul style="list-style-type: none"> • To provide technical staff support to the Development Advisory Board, Planning Commission and City Council • To plan check and inspect all residential, commercial, and industrial buildings for fire, seismic and life safety related issues in a timely manner • To continue to create and update informational handouts • To respond to requests for inspection on the next business day • To continue to implement technological advances that improve customer service and create greater efficiencies 	<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>1,600,000</td> </tr> <tr> <td>FY 13/14</td> <td>1,800,000</td> </tr> <tr> <td>FY 14/15</td> <td>1,800,000</td> </tr> <tr> <td>FY 15/16</td> <td>2,100,000</td> </tr> <tr> <td>FY 16/17</td> <td>1,700,000</td> </tr> </tbody> </table>	Fiscal Year	Expenditure (\$)	FY 12/13	1,600,000	FY 13/14	1,800,000	FY 14/15	1,800,000	FY 15/16	2,100,000	FY 16/17	1,700,000
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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	\$1,352,296	\$1,529,484	\$1,416,399	\$1,503,740	\$1,406,920	-6.44 %
OPERATING COSTS	\$55,725	\$39,074	\$44,195	\$42,500	\$39,300	-7.53 %
CONTRACTUAL SERVICES	\$38,238	\$86,105	\$193,703	\$341,748	\$90,000	-73.66 %
INTERNAL SERVICE CHARGES	\$85,940	\$102,620	\$109,060	\$114,160	\$116,110	1.71 %
Total Expenditures	\$1,532,199	\$1,757,283	\$1,763,356	\$2,002,148	\$1,652,330	-17.47 %
Annual Percentage Change		14.69 %	0.35 %	13.54 %	-17.47 %	
Budgeted Staffing Level (FTEs)	14.00	14.00	14.00	14.00	13.00	