

# ***City Administration***

***City Manager***

***City Administration***

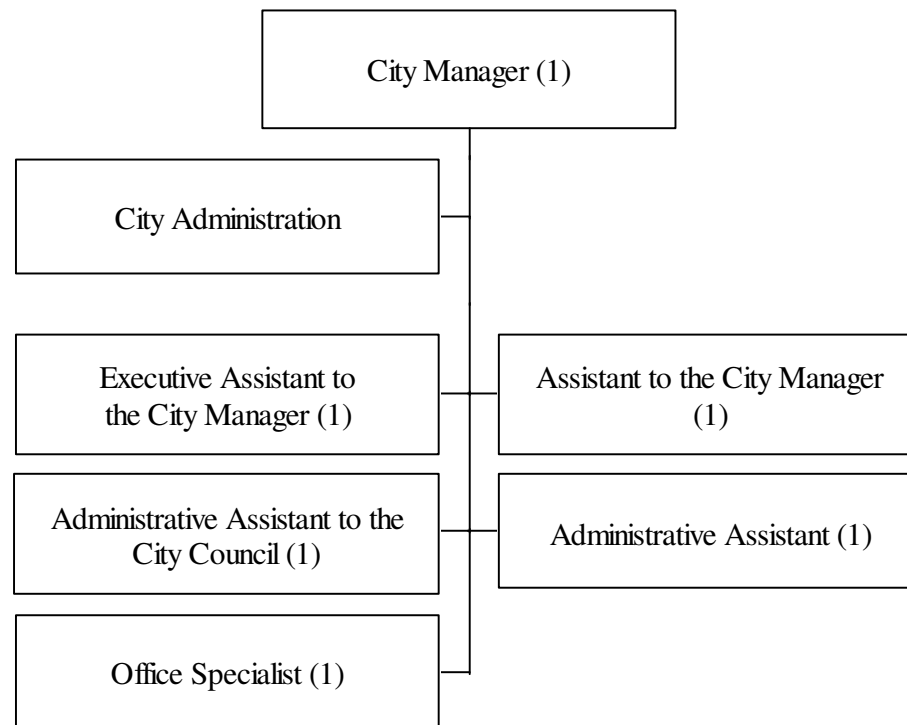
***Human Resources***

***Records Management***

***City Attorney***

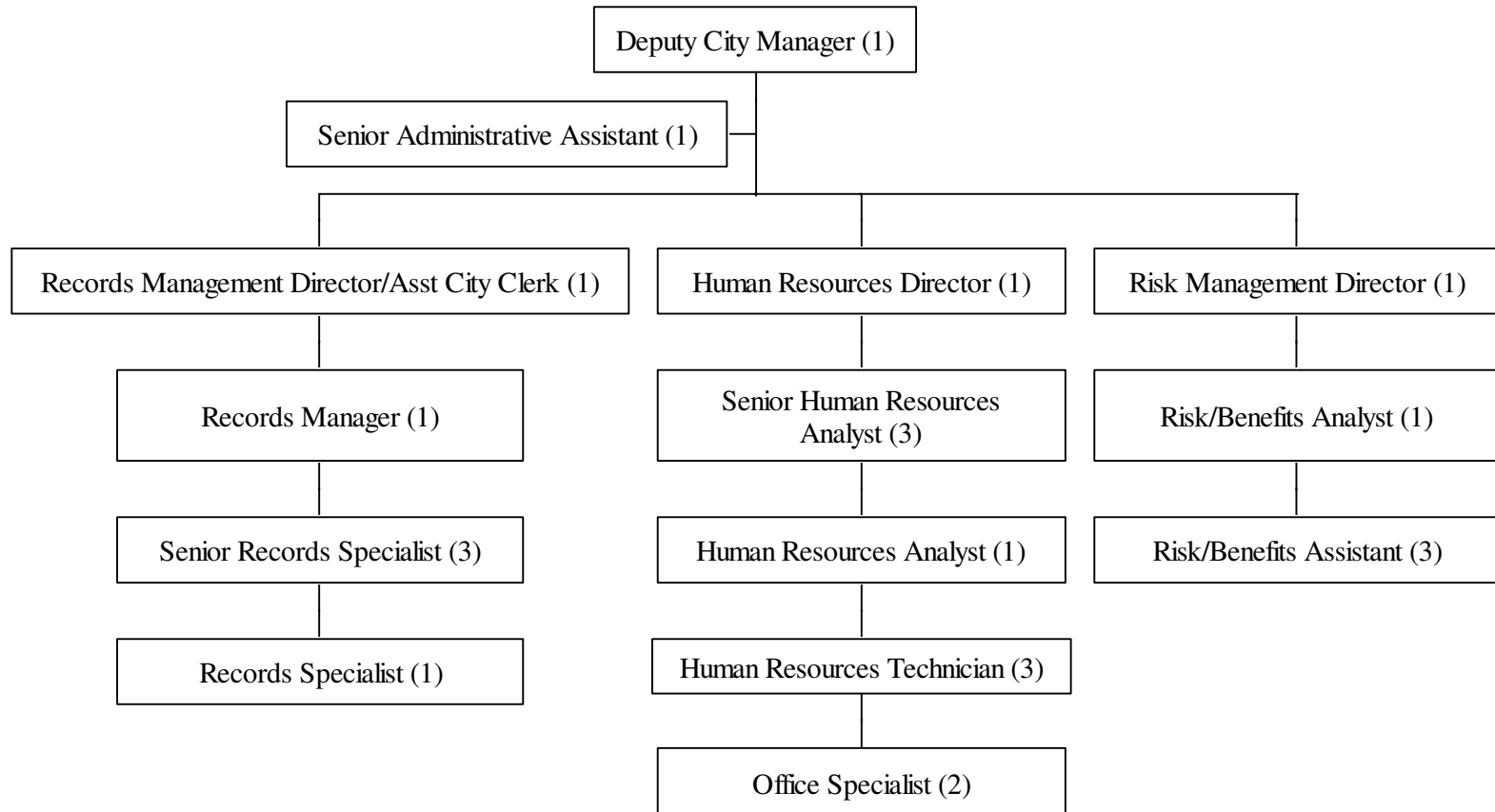
2006-07 Organizational Chart  
**City Administration/City Manager**  
Effective July 1, 2006  
(6 Full-time Employees )

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2006-07 Organizational Chart  
**City Administration**  
Effective July 1, 2006  
(23 Full-time Employees)

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Temporary/Part-time  
Administrative Intern

**City of Ontario**  
**Summary of Personnel and Organizational Changes**

	<u>2004-05</u>	<u>2005-06</u>	<u>2006-07</u>
<b>City Manager</b>			
Administrative Assistant	1	1	1
Administrative Assistant to the City Council	1	1	1
Assistant to the City Manager	0	0	1
City Manager	1	1	1
Executive Assistant to the City Manager	1	1	1
Office Specialist	1	1	1
	<hr/> 5	<hr/> 5	<hr/> 6
<b>City Administration</b>			
Deputy City Manager	1	1	1
Risk/Benefits Analyst	1	1	1
Risk/Benefits Assistant	3	3	3
Risk Management Manager	1	1	0
Risk Management Director	0	0	1
Senior Administrative Assistant	1	1	1
	<hr/> 7	<hr/> 7	<hr/> 7
<b>Human Resources</b>			
Human Resources Analyst	0	1	1
Human Resources Director	1	1	1
Human Resources Technician	3	3	3
Office Specialist	2	2	2
Senior Human Resources Analyst	3	3	3
	<hr/> 9	<hr/> 10	<hr/> 10
<b>Records Management</b>			
Records Mgmt Director/Asst City Clerk	1	1	1
Records Manager	1	1	1
Records Specialist	1	1	1
Senior Records Specialist	2	3	3
	<hr/> 5	<hr/> 6	<hr/> 6
<b>Total City Manager &amp; City Administration</b>	<hr/> <b>26</b>	<hr/> <b>28</b>	<hr/> <b>29</b>

### City Administration

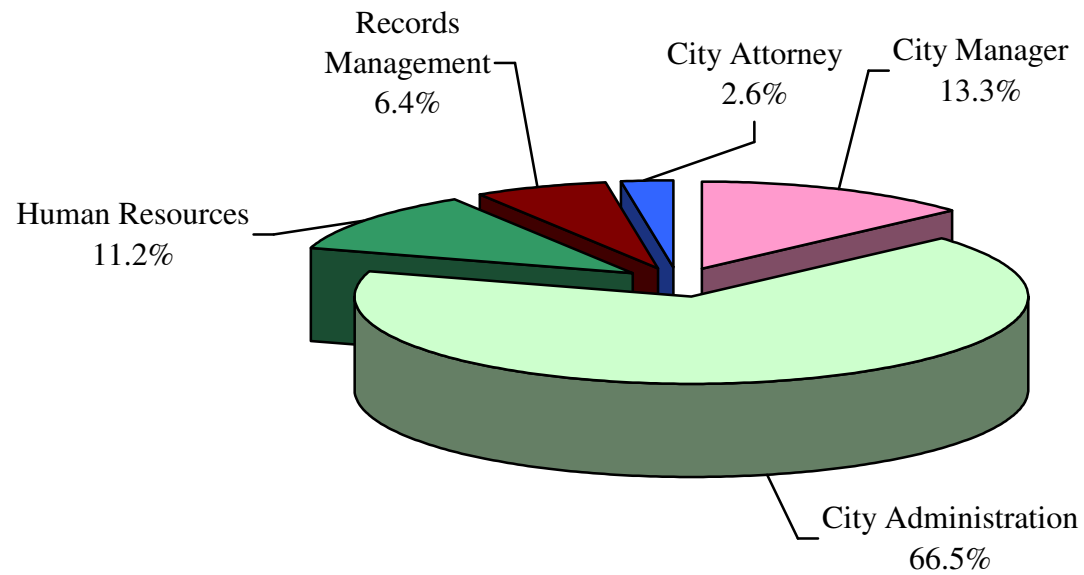
Total Funds:	\$13,466,429
General Fund:	\$6,858,455
Other Funds:	\$6,607,974

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#### OTHER FUNDS CONSIST OF:

Mobile Source Air - \$62,000

Self Insurance - \$6,545,974



## AGENCY SUMMARY FOR FISCAL YEAR 2006-07

### City Administration

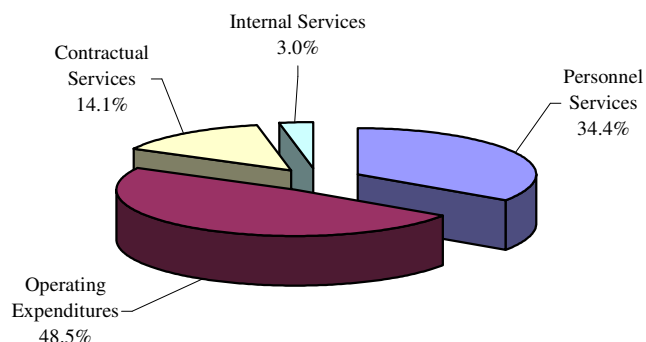
Agency incorporates the departments for City Manager, City Administration, Human Resources, Records Management, and City Attorney.

### Service Objective:

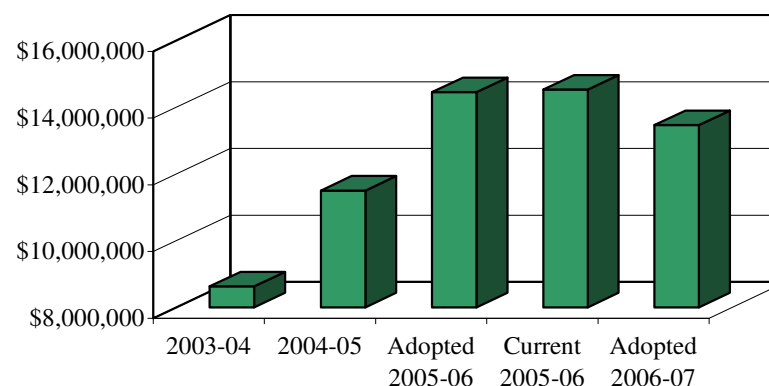
To provide administrative leadership and direction to the City's Executive Management Team to achieve the City Council's mission, vision and goals, and in the delivery of municipal services to the Citizens of Ontario.

### Adopted Budget Expenditures

**\$13,466,429**



### Expenditures



### Budget

<u>Expenditures Category</u>	<u>FY 2003-04</u>	<u>FY 2004-05</u>	<u>Adopted FY 2005-06</u>	<u>Current FY 2005-06</u>	<u>Adopted FY 2006-07</u>	<u>% Change to Adopted 05-06</u>
Personnel Services	\$ 1,672,032	\$ 1,889,643	\$ 4,165,760	\$ 4,163,592	\$ <b>4,626,413</b>	11.1%
Operating Expenditures	\$ 5,203,940	\$ 7,534,499	\$ 8,424,459	\$ 8,488,091	\$ <b>6,527,105</b>	-22.5%
Contractual Services	\$ 1,447,689	\$ 1,729,945	\$ 1,383,864	\$ 1,392,864	\$ <b>1,904,875</b>	37.6%
Internal Services	\$ 305,889	\$ 345,891	\$ 474,586	\$ 474,328	\$ <b>408,036</b>	-14.0%
Debt Services	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Capital Outlay	\$ -	\$ -	\$ -	\$ 7,500	\$ -	0.0%
<b>Total Expenditures</b>	<b>\$ 8,629,550</b>	<b>\$ 11,499,978</b>	<b>\$ 14,448,669</b>	<b>\$ 14,526,375</b>	<b>\$ 13,466,429</b>	-6.8%
Annual Percentage Change		33.3%	25.6%	0.5%	-7.3%	
Annual Amount Change		\$ 2,870,428	\$ 2,948,691	\$ 77,706	\$ (1,059,946)	

Historical data may reflect fluctuations due to organizational restructuring.

**City Administration**  
**2006-07 Department Summary**

Department Title (Department ID)	Detail Book Page Number	2003-04		2004-05		2005-06 Adopted	2005-06 Current	2006-07 Adopted	% Change to Adopted Budget 2005-06
		Actual		Actual		Budget	Budget	Budget	
City Manager (006)	8	\$ 689,834	\$	664,181	\$	501,279	\$ 513,929	\$ 640,012	27.7%
City Manager/General Government (007)	10	345,912		2,722,829		3,009,169	3,023,019	1,145,600	-61.9%
City Administration (267)	12	-		-		275,573	275,573	291,457	5.8%
City Administration/Benefits Administration (015)	13	-		-		1,972,938	1,972,938	2,124,891	7.7%
City Administration/Worker's Compensation (156)	15	3,057,160		2,496,443		3,082,412	3,083,080	3,121,528	1.3%
City Administration/General Liability (157)	16	2,129,720		2,426,090		2,868,551	2,880,915	3,063,661	6.8%
City Administration/Safety (158)	17	88,744		104,053		114,367	114,367	126,785	10.9%
City Administration/Disability Insurance (159)	18	82,803		111,694		128,000	128,000	128,000	0.0%
City Administration/Unemployment Insurance (160)	19	78,010		73,186		106,000	106,000	106,000	0.0%
Human Resources/Employee Select. & Compliance (014)	20	900,540		1,056,294		1,305,191	1,353,365	1,449,762	11.1%
Human Resources/Rideshare/City Hall (133)	22	75,864		89,083		90,718	90,718	62,000	-31.7%
Records Management (004)	23	444,921		701,765		644,471	644,471	856,733	32.9%
City Attorney (005)	25	736,043		1,054,360		350,000	340,000	350,000	0.0%
<b>TOTAL CITY ADMINISTRATION</b>		<b>\$ 8,629,550</b>	<b>\$</b>	<b>11,499,978</b>	<b>\$</b>	<b>14,448,669</b>	<b>\$ 14,526,375</b>	<b>\$ 13,466,429</b>	<b>-6.8%</b>

Historical data may reflect fluctuations due to organizational restructuring.

## **City Administration Major Accomplishments Fiscal Year 2005-06**

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### **City Administration**

- Completed the construction and opening of the new Main Library.
- Negotiated and completed management agreement with AEG (operator and owner of the Staples Center) for the operation and management of the City's Community Events Center.
- Organized the State of the City event that attracted over 1,100 registrations.
- Completed land use plans in the New Model Colony for the development of the Edenglen and Countryside specific plans.
- Negotiated and completed development agreement with Brookfield Homes for the development of the Edenglen Specific Plan in the New Model Colony.
- Commenced work with the Planning Center to update the City's General Plan.
- Negotiated and completed agreements for the rehabilitation of 153 affordable units at Parc Vista and Terrace View Apartments.
- Negotiated and completed agreement with SMG for the operation and management of the café in the new Main Library.

### **Risk Management**

- Developed Benefits reconciliation process which resulted in \$60,000 reimbursement from CalPERS.

### **Human Resources**

- Developed and implemented weekly new employee orientation to include professional PowerPoint presentation, City organizational chart, and extensive benefits information.
- Conducted over 150 recruitments, processed approximately 5,000 employment applications, and conducted 132 panel interviews.
- Hired or promoted over 180 new employees.
- Developed joint Employee Resources intranet site providing centralized Human Resources, Benefits, and Payroll information.
- Trained over 258 employees in the Citywide management and supervisory training program covering:
  - Workplace Harassment and Discrimination
  - Retaliation
  - Supervisory Skills for the First-Line Supervisor/Manager
  - Managing Employee Injuries, Disability, and Occupational Safety



**City Administration**  
**Major Accomplishments**  
**Fiscal Year 2005-06**

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- Performance Evaluations
- Legal Issues in Public Service Employment
- The Meaning of At-Will, Part-Time, and Contract Employment
- Negotiated contracts and updated MOUs for AFSCME, SBPEA, Firefighters, and Fire Management Units; updated Compensation/Benefits Profiles for Department Head and Executive employees.

**Records Management**

- Expanded the optical imaging program and assisted other City departments for their potential participation in the program.
- Transmitted 300 boxes of records to an off-site storage facility.
- Received and processed 387 boxes for storage.
- Developed employee records awareness training material.
- Participated in the review and development of city-wide bid process procedures.
- Assisted with revised Conflict of Interest requirements.
- Assisted with the implementation of Citywide processing of all Agreements and Contracts.

**City Administration  
Major Goals  
Fiscal Year 2006-07**

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**City Administration**

- **Invest in the Growth and Evolution of the City's Economy**
- **Maintain the Current High Level of Public Safety**
- **Operate in a Businesslike Manner**
- **Pursue City's Goals and Objectives by Working with Other Governmental Agencies**
- **Focus Resources in Ontario's Commercial and Residential Neighborhoods**
- **Invest in the City's Infrastructure (Water, Streets, Sewers, Parks, Storm Drains and Public Facilities)**
- **Provide Enhanced Recreational, Educational and Cultural Activities**
- **Ensure the Development of a Well Planned, Balanced, and Self-Sustaining Community in the New Model Colony**

**Risk Management**

**Operate in a Businesslike Manner**

- Renew Workers' Compensation third party administration contract.
- Analyze and compare Benefits Broker Service agreement.
- Expand Benefits services such as Flexible Spending Plans and Deferred Compensation.

**Human Resources**

**Operate in a Businesslike Manner**

- Update contracts and profiles for Management, Confidential, Department Head, and Executive Management.
- Develop "vision and mission" training as a second component of the new employee orientation.
- Evaluate retirement enhancement for miscellaneous employees.
- Complete implementation of Kronos timekeeping systems.
- Complete implementation of joint identification, security, and Kronos access card system.
- Implement new applicant tracking system.
- Continue to update the website to leverage its strength as a recruiting and communication tool.

**City Administration**  
**Major Goals**  
**Fiscal Year 2006-07**

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**Records Management**

**Operate in a Businesslike Manner**

- Expand the optical imaging program to other City departments.
- Complete the trial use of the optical imaging software parallel to Fire and Building Department System.
- Continue assessment of records management practices including departmental reviews of records to evaluate processes and compliance with City policies.
- Continue in the development of a Citywide records users group.
- Participate in the review and development of Citywide bid process procedures.
- Evaluate more than 100 boxes of Redevelopment/Housing Loan Program files to determine appropriate retention and destruction.

**City Administration**  
**Performance Measures**  
**Fiscal Year 2006-07**

	Page, Goal #	Actual FY 2004-05	Actual FY 2005-06	Target FY 2006-07
<b><i>City Administration/Risk Management</i></b>				
Handle liability claims within 45 days to ensure quick resolution and closure per City ordinance	Pg. xxvii, 3	100%	100%	100%
Ensure safety inspections are conducted at all City facilities in compliance with California OSHA standards	Pg. xxvii, 3	30%	30%	100%
Reduce the number of litigated Workers' Compensation claims	Pg. xxvii, 3	28	16	14
Conduct monthly Safety Committee meetings	Pg. xxvii, 3	100%	100%	100%
Reduce legal costs associated with liability claims	Pg. xxvii, 3	\$426k	\$551k	\$450k
<b><i>Human Resources</i></b>				
Resolve grievances within required timeframes	Pg. xxvii, 3	100%	100%	100%
Open recruitment or send eligibility list within 1 week of receiving approved request	Pg. xxvii, 3	New	82%	80%
Fill law enforcement positions within 6 months of vacancy, including background investigations	Pg. xxvii, 3	New	66%	75%
Fill all other positions within 3 months of vacancy	Pg. xxvii, 3	New	36%	75%
Provide training programs for supervisors and employees	Pg. xxvii, 3	6	7	7
<b><i>Records Management</i></b>				
Scan resolutions, ordinances, agenda reports and active agreements within one week of execution	Pg. xxvii, 3	100%	100%	100%
Provide current variable information for City's web site including agenda documentation for online access prior to a Council/Agency meeting	Pg. xxvii, 3	100%	100%	100%
Purge records Citywide for disposition on an annual basis	Pg. xxvii, 3	90%	90%	100%

**City Administration  
Performance Measures  
Fiscal Year 2006-07**

	Page, Goal #	Actual FY 2004-05	Actual FY 2005-06	Target FY 2006-07
Execute documentation following a Council/Agency meeting within 3 days of meeting	Pg. xxvii, 3	95%	100%	100%
Respond to Public Records requests within parameters established by state law	Pg. xxvii, 3	100%	100%	100%
Process, coordinate and resolve special event applications within 10 days of receipt	Pg. xxvii, 3	100%	100%	100%
Update computerized indexing system with information on City Council/Agency actions, deeds and agreements received within 10 days of receipt	Pg. xxvii, 3	100%	100%	100%
Process damage claims filed against the City within 1 day of receipt	Pg. xxvii, 3	100%	100%	100%
Process subpoenas served on the City within 1 hour of receipt	Pg. xxvii, 3	100%	90%	100%
Review incoming department correspondence and respond as necessary within 1 day of receipt	Pg. xxvii, 3	95%	95%	95%
Review Council agenda within 4 hours of receipt	Pg. xxvii, 3	100%	100%	100%
During an election cycle, respond to candidate requests within 4 hours of receipt	Pg. xxvii, 3	100%	100%	100%