

City Administration

City Manager

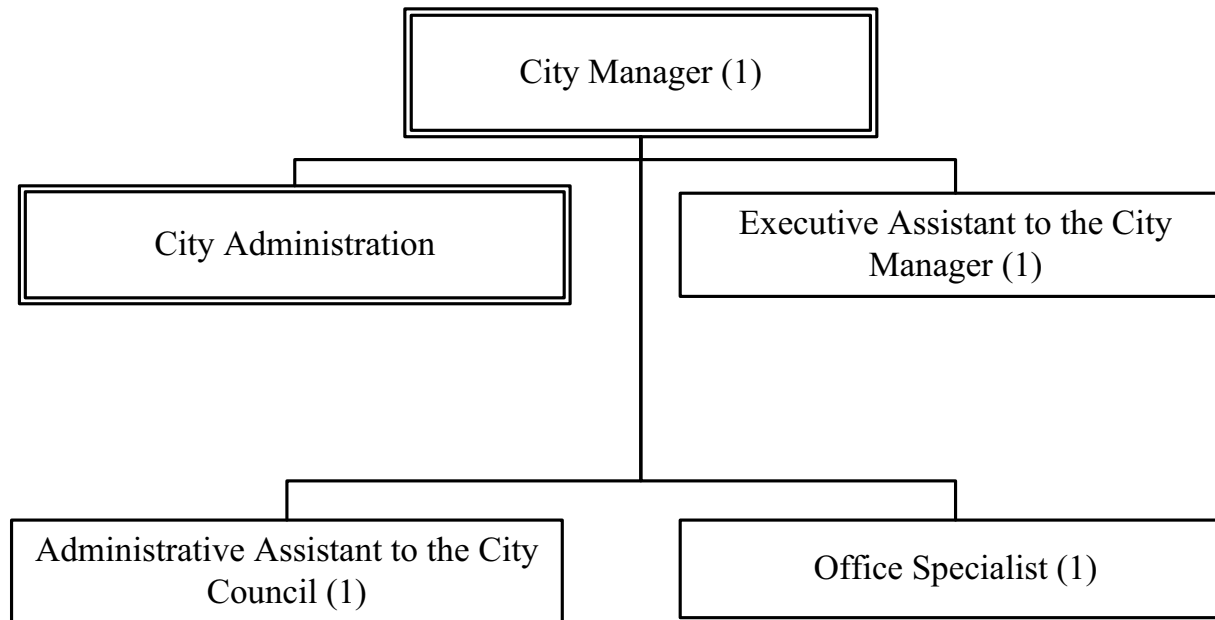
City Administration

Human Resources

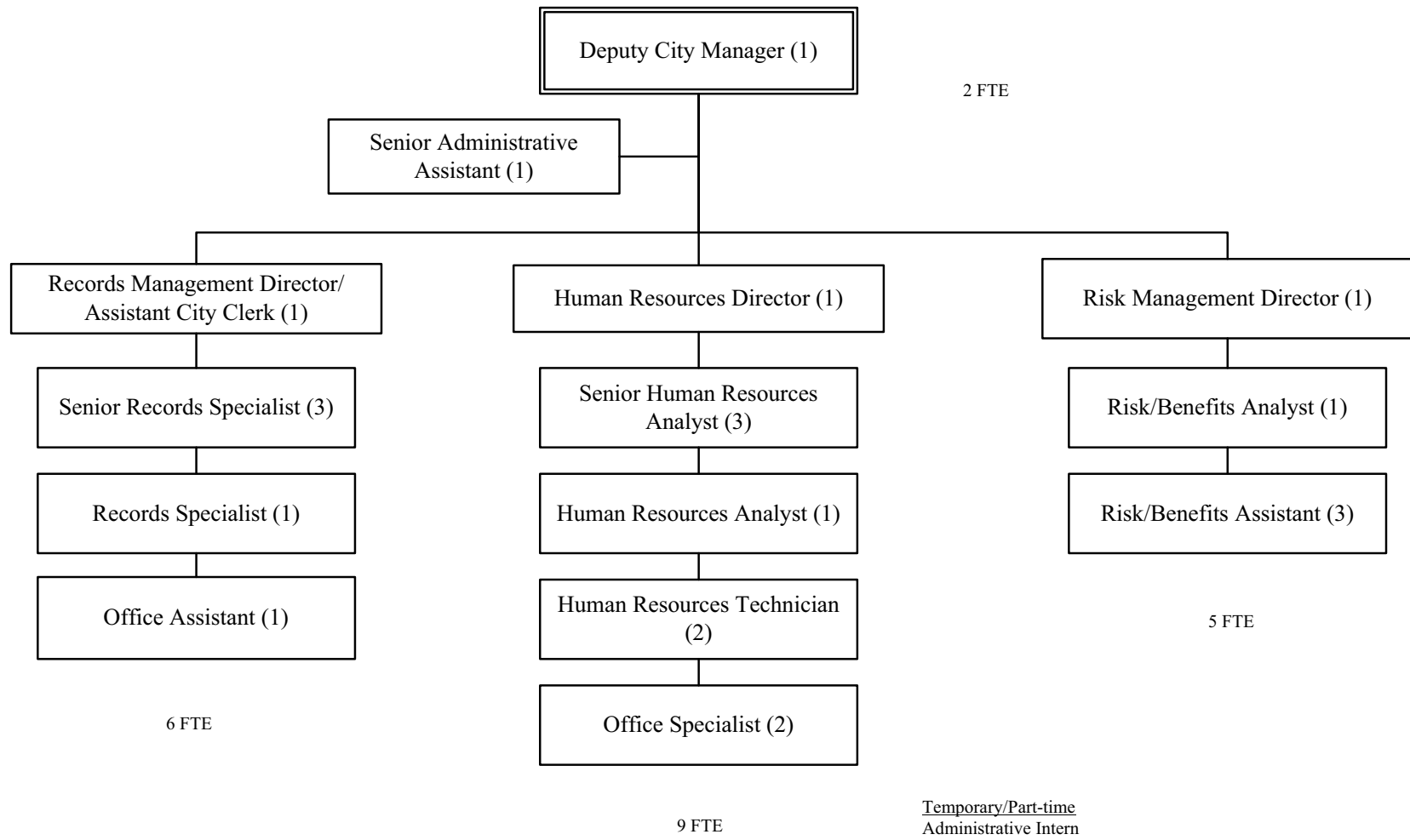
Records Management

City Attorney

2008-09 Organizational Chart
City Administration/City Manager
Effective July 1, 2008
(4 Full-time Employees)



2008-09 Organizational Chart
City Administration
Effective July 1, 2008
(22 Full-time Employees)



City of Ontario
Summary of Personnel and Organizational Changes

	<u>2006-07</u>	<u>2007-08</u>	<u>2008-09</u>
City Manager			
Administrative Assistant	1	1	0
Administrative Assistant to the City Council	1	1	1
Assistant to the City Manager	1	0	0
City Manager	1	1	1
Executive Assistant to the City Manager	1	1	1
Office Specialist	1	1	1
	<hr/> 6	<hr/> 5	<hr/> 4
City Administration			
Deputy City Manager	1	1	1
Risk/Benefits Analyst	1	1	1
Risk/Benefits Assistant	3	3	3
Risk Management Director	1	1	1
Senior Administrative Assistant	1	1	1
	<hr/> 7	<hr/> 7	<hr/> 7
Human Resources			
Human Resources Analyst	1	2	1
Human Resources Director	1	1	1
Human Resources Technician	3	2	2
Office Specialist	2	2	2
Senior Human Resources Analyst	3	3	3
	<hr/> 10	<hr/> 10	<hr/> 9
Records Management			
Office Assistant	0	0	1
Records Mgmt Director/Asst City Clerk	1	1	1
Records Manager	1	1	0
Records Specialist	1	1	1
Senior Records Specialist	3	3	3
	<hr/> 6	<hr/> 6	<hr/> 6
Total City Manager & City Administration	<hr/> 29	<hr/> 28	<hr/> 26

City Administration

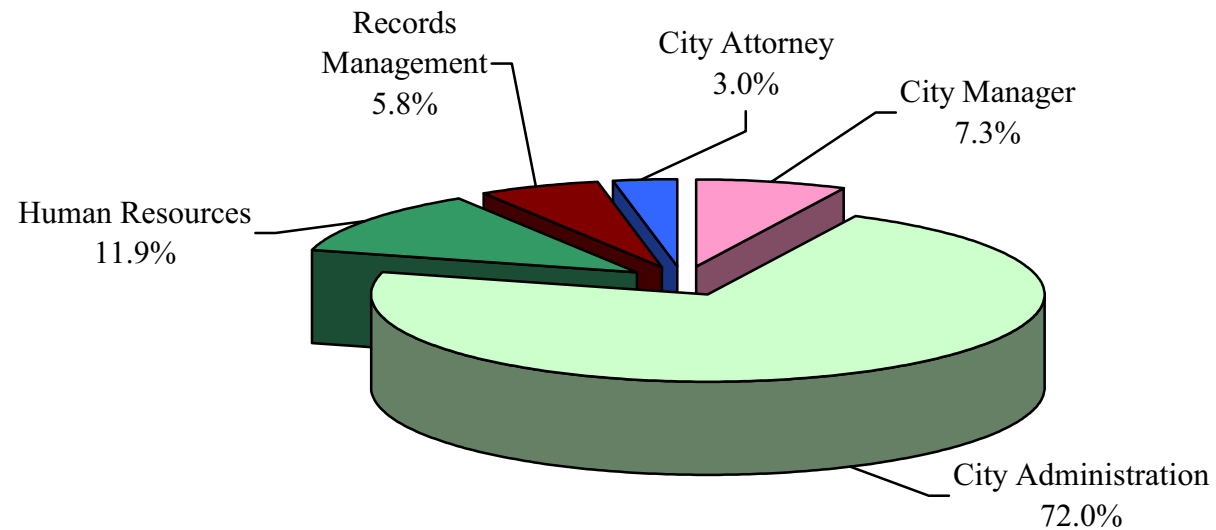
Total Funds:	\$12,992,914
General Fund:	\$4,162,804
Other Funds:	\$8,830,110

OTHER FUNDS CONSIST OF:

Mobile Source Air - \$42,267

Self Insurance - \$6,487,843

Other Post Employment Benefits - \$2,300,000



AGENCY SUMMARY FOR FISCAL YEAR 2008-09

City Administration

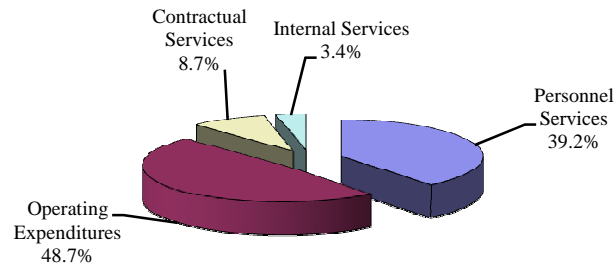
Agency incorporates the departments for City Manager, City Administration, Human Resources, Records Management, and City Attorney.

Service Objective:

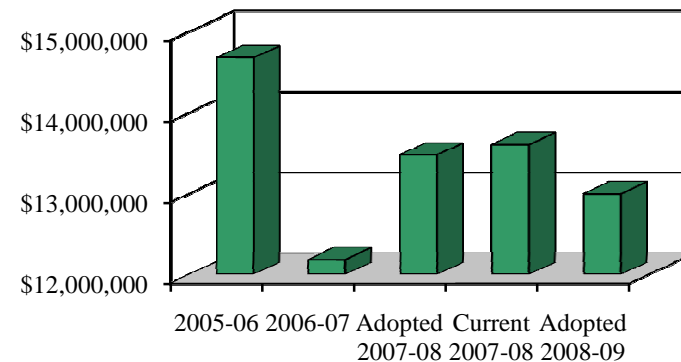
To provide administrative leadership and direction to the City's Executive Management Team to achieve the City Council's mission, vision and goals, and in the delivery of municipal services to the Citizens of Ontario.

Adopted Budget Expenditures

\$12,992,914



Expenditures



Budget

<u>Expenditures Category</u>	<u>FY 2005-06</u>	<u>FY 2006-07</u>	<u>Adopted FY 2007-08</u>	<u>Current FY 2007-08</u>	<u>Adopted FY 2008-09</u>	<u>% Change to Adopted 07-08</u>
Personnel Services	\$ 4,078,198	\$ 4,629,189	\$ 5,125,046	\$ 5,071,052	\$ 5,094,206	-0.6%
Operating Expenditures	\$ 9,092,274	\$ 5,600,350	\$ 6,549,865	\$ 6,586,974	\$ 6,326,422	-3.4%
Contractual Services	\$ 1,043,490	\$ 1,549,233	\$ 1,378,450	\$ 1,509,596	\$ 1,136,807	-17.5%
Internal Services	\$ 455,617	\$ 387,873	\$ 421,546	\$ 421,124	\$ 435,479	3.3%
Debt Services	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Capital Outlay	\$ 7,352	\$ 13,991	\$ -	\$ 14,000	\$ -	0.0%
Total Expenditures	\$ 14,676,930	\$ 12,180,637	\$ 13,474,907	\$ 13,602,746	\$ 12,992,914	-3.6%
Annual Percentage Change		-17.0%	10.6%	0.9%	-4.5%	
Annual Amount Change		\$ (2,496,293)	\$ 1,294,270	\$ 127,839	\$ (609,832)	

Historical data may reflect fluctuations due to organizational restructuring.

City Administration
2008-09 Department Summary

Department Title (Department ID)	Detail Book Page Number	2005-06 Actual	2006-07 Actual	2007-08 Adopted Budget	2007-08 Current Budget	2008-09 Adopted Budget	% Change to Adopted Budget 2007-08
City Manager (006)	40	\$ 520,845	\$ 620,338	\$ 536,682	\$ 553,282	\$ 550,240	2.5%
City Manager/General Government (007)	42	2,960,812	963,474	601,850	764,715	400,052	-33.5%
City Administration (267)	44	284,943	279,078	311,867	314,232	293,435	-5.9%
City Administration/Benefits Administration (015)	45	1,928,301	2,173,474	2,543,351	2,543,351	2,560,084	0.7%
City Administration/Worker's Compensation (156)	46	2,766,705	3,055,893	3,194,202	3,213,127	3,026,666	-5.2%
City Administration/General Liability (157)	48	3,828,707	2,455,959	3,181,739	3,181,739	3,084,755	-3.0%
City Administration/Safety (158)	49	112,634	121,403	135,064	135,064	144,422	6.9%
City Administration/Disability Insurance (159)	49	126,219	172,321	128,000	128,000	126,000	-1.6%
City Administration/Unemployment Insurance (160)	50	39,688	37,300	106,000	106,000	106,000	0.0%
Human Resources/Employee Select. & Compliance (014)	51	1,187,816	1,268,906	1,536,055	1,538,139	1,509,662	-1.7%
Human Resources/Rideshare (133)	53	78,619	32,015	62,000	62,000	42,267	-31.8%
Records Management (004)	54	584,779	723,505	763,197	763,197	759,431	-0.5%
City Attorney (005)	56	256,860	276,972	374,900	299,900	389,900	4.0%
TOTAL CITY ADMINISTRATION		\$ 14,676,930	\$ 12,180,637	\$ 13,474,907	\$ 13,602,746	\$ 12,992,914	-3.6%

Historical data may reflect fluctuations due to organizational restructuring.

City Administration Major Accomplishments Fiscal Year 2007-08

City Administration

- Collaborated with the YMCA in the implementation of the new STARS Senior Transportation program.
- Ranked fourth in the 2007 National Night Out celebration for cities with populations of 100,000 to 299,999.
- Continued to train a public safety workforce that displays a strong commitment to provide high quality customer services, to achieve greater community satisfaction.
- Became the first agency in the country to go live with the Disaster Web Portal project providing the community and members of the media with instant emergency information.
- Completed the design of the Citizens Business Bank Arena and 75% of construction, with completion slated for October 2008.
- Reviewed plans and inspected the construction of the first NMC development - Edenglen Phase I, Piemonte at Ontario Center, and assisted with the design of the Ontario Town Square Project (JH Snyder) and the Guasti Winery Plaza Projects.
- Major developments this year include: Airport Towers at Guasti (PGP Partners), Belmont-Grove Industrial Park, Sares Regis Industrial Park, Hofer Ranch Phase I, Piemonte Phase II Retail, and the Haven/I-10 Specific Plan.
- Received the Preserve America City status.
- Completion of the Kronos time implementation system, including use by all departments and the installation of 35 Kronos clocks at various city locations, plus FLSA compliance programming.

Risk Management

- Evaluated and selected a new Third Party Administrator for benefits coordination.
- Maintained level workers' compensation costs for past six years through employee education and training, collaborative rehabilitation of injured employees, and coordinated safety improvement programs.

Human Resources

- Developed a streamlined recruitment process for the Firefighter classification and processed 456 applications in two months.
- Completed a lean government initiative process/redesign of the recruitment process reducing cycle time.
- Conducted over 100 recruitments, including approximately 4,700 employment applications and 90 panel interviews.
- Hired, rehired, or promoted approximately 190 new employees.

City Administration
Major Accomplishments
Fiscal Year 2007-08

- Implemented Ontario Incorporated, a comprehensive mission and vision training; conducted three trainings for over 170 employees.
- Implemented Southern California Leadership Academy as a component of succession planning.
- Trained over 200 employees in Citywide training programs including:
 - Supervisory programs provided by Liebert Cassidy Whitmore (9 sessions)
 - Kronos Time and Attendance
 - Firefighter Bill of Rights Act
 - Internal specialized supervisory training (3 programs)
 - Weekly new hire orientation
- Negotiated and implemented the Memoranda of Understanding for the Ontario Police Officers Association and Ontario Police Management Group.
- Implemented Citywide ethics training for conflict of interest filers.

Records Management

- Destroyed approximately 500 boxes of records.
- Transmitted approximately 200 boxes of records to an off site storage facility.
- Received and processed 430 boxes of records for storage.
- Monitored, logged and processed approximately 600 agreements.
- Scanned over 4,000 documents into a digital imaging system.
- Reviewed and approved over 30,000 items for direct department purges.
- Received and processed over 600 Public Records Requests.

City Administration
Major Goals
Fiscal Year 2008-09

City Administration

- Encourage, Provide or Support Enhanced Recreational, Educational, Cultural and Healthy City Programs, Policies and Activities
- Maintain the Current High Level of Public Safety
- Invest in the Growth and Evolution of the City's Economy
- 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
- Ensure the Development of a Well Planned, Balanced, and Self-Sustaining Community in the New Model Colony
- Invest in the City's Infrastructure (Water, Streets, Sewers, Parks, Storm Drains and Public Facilities)

Human Resources

Operate in a Businesslike Manner

- Implement an e-recruiting system.
- Evaluate and update Citywide human resources policies and procedures.
- Continue to implement an organization succession plan including a comprehensive training program.
- Update the Compensation and Benefits Profile for unrepresented employees.
- Negotiate new Memoranda of Understanding with American Federation of State, County, and Municipal Employees (AFSCME), San Bernardino Public Employees Association (SBPEA), and Association of Ontario Management Employees (AOME) bargaining units.

Records Management

Operate in a Businesslike Manner

- Develop an automated system for departments to identify appropriate Record Retention Code and allow immediate transfer of files to the Records Center upon closure.

City Administration
Performance Measures
Fiscal Year 2008-09

	Page, Goal #	Actual FY 2006-07	Estimated FY 2007-08	Target FY 2008-09
<i>Risk Management</i>				
Handle liability claims within 45 days per City ordinance	Pg. xxviii, 4	100%	100%	100%
Ensure safety inspections are conducted at all City facilities in compliance with California OSHA standards	Pg. xxviii, 4	50%	60%	100%
Conduct monthly Safety Committee meetings	Pg. xxviii, 4	100%	100%	100%
<i>Human Resources</i>				
Open recruitment or send eligibility list within 1 week of receiving approved personnel requisition	Pg. xxviii, 4	64%	51%	75%
Fill law enforcement positions within 6 months of vacancy, including background investigations	Pg. xxviii, 4	72%	71%	75%
Fill all other positions with 3 months of vacancy	Pg. xxviii, 4	42%	31%	60%
Provide training programs for supervisors and employees	Pg. xxviii, 4	15	13	10
<i>Records Management</i>				
Scan resolutions, ordinances, agenda reports and active agreements within 1 week of execution	Pg. xxviii, 4	100%	100%	100%
Purge records Citywide for disposition on an annual basis	Pg. xxviii, 4	90%	90%	90%
Execute documentation following a Council/Agency meeting within 48 hours	Pg. xxviii, 3	95%	100%	100%
Respond to Public Records requests within parameters established by state law	Pg. xxviii, 3	100%	100%	100%
Process special event applications within 10 days of receipt	Pg. xxviii, 3	100%	100%	100%
Update computerized indexing system with information on City Council/Agency actions, deeds and agreements within 10 days of receipt	Pg. xxviii, 3	100%	100%	100%
Process damage claims filed against the City within 1 day of receipt	Pg. xxviii, 3	100%	100%	100%
Process subpoenas served on the City within 1 hour of receipt	Pg. xxviii, 3	100%	95%	100%
During an election cycle, respond to candidate requests within 4 hours	Pg. xxviii, 3	100%	100%	100%