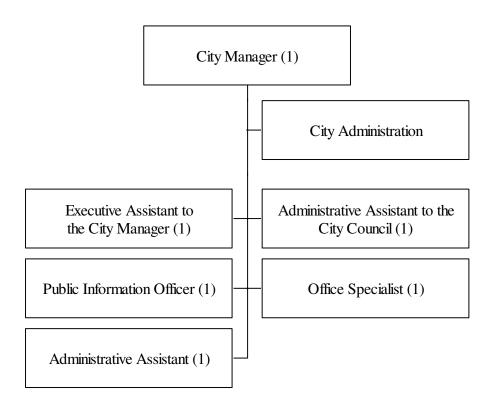
City Manager
City Administration
Human Resources
Records Management
City Attorney

2005-06 Organizational Chart

City Administration/City Manager

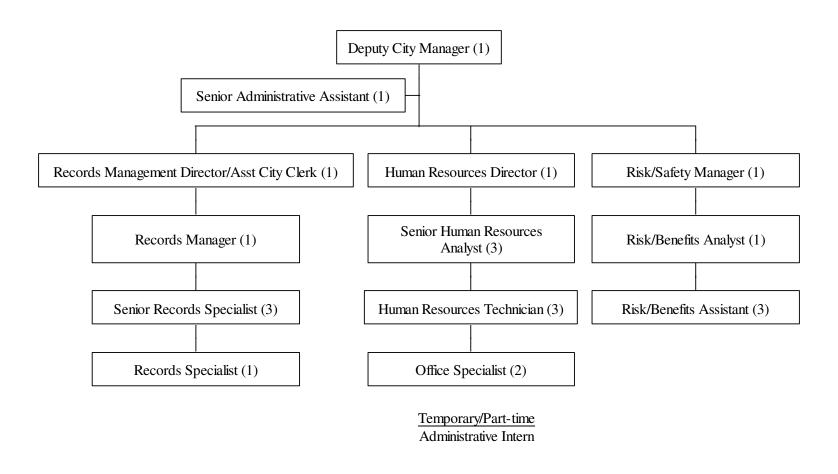
Effective July 1, 2005

(6 Full-time Employees))



2005-06 Organizational Chart **City Administration** Effective July 1, 2005

(22 Full-time Employees)



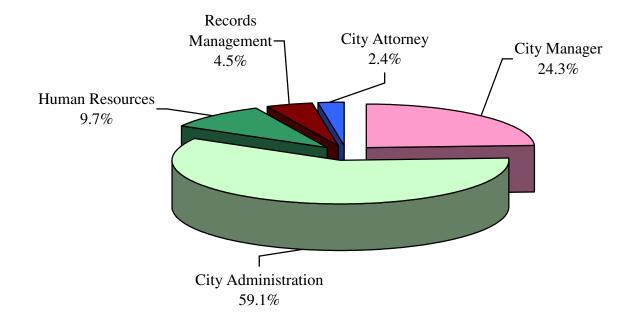
City of OntarioSummary of Personnel and Organizational Changes

City Manager	2003-04	<u>2004-05</u>	<u>2005-06</u>
Administrative Assistant	0	1	1
Administrative Assistant to the City Council	1	1	1
City Manager	1	1	1
Executive Assistant to the City Manager	1	1	1
Office Specialist	2	1	1
Public Information Officer	1	1	1
	6	6	6
City Administration			
Deputy City Manager	1	1	1
Risk/Benefits Analyst	0	1	1
Risk/Benefits Assistant	0	3	3
Risk/Safety Manager	1	1	1
Senior Administrative Assistant	1	1	1
Human Resources	3	7	7
Human Resources Director	1	1	1
Human Resources Technician	2	3	3
Insurance Assistant	2	0	0
Office Assistant	2	0	0
Office Specialist	0	2	2
Senior Human Resources Analyst	3	3	3
Records Management	10	9	9
Records Mgmt Director/Asst City Clerk	1	1	1
Records Manager	1	1	1
Records Specialist	2	1	1
Senior Records Specialist	1	2	3
1	5	5	6
Total City Manager & City Administration	24	27	28

Total Funds: \$14,448,669 General Fund: \$8,058,621 Other Funds: \$6,390,048

OTHER FUNDS CONSIST OF:

Mobile Source Air - \$90,718 Self Insurance - \$6,299,330

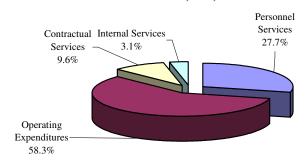


AGENCY SUMMARY FOR FISCAL YEAR 2005-06

City Administration

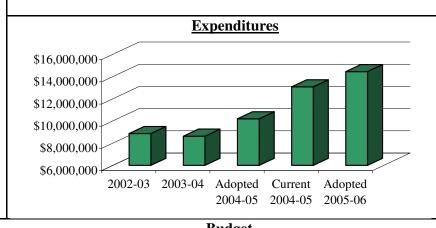
Agency incorporates the departments for City Manager, City Administration, Human Resources, Records Management, and City Attorney.

Adopted Budget Expenditures \$14,448,669



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.



						Budget							
						Adopted		Current		Adopted	% Change to		
Expenditures Category	F	Y 2002-03	FY 2003-04		FY 2004-05		FY 2004-05		FY 2005-06		Adopted 04-05		
Personnel Services	\$	1,520,941	\$	1,672,032	\$	1,985,863	\$	2,047,401	\$	4,165,760	109.8%		
Operating Expenditures		5,310,056		5,203,940		6,044,360		8,819,933		8,424,459	39.4%		
Contractual Services		1,725,224		1,447,689		1,805,000		1,845,524		1,383,864	-23.3%		
Internal Services		301,305		305,889		363,736		361,811		474,586	30.5%		
Capital Outlay		7,218						_		-	0.0%		
Total Expenditures	\$	8,864,744	\$	8,629,550	\$	10,198,959	\$	13,074,669	\$	14,448,669	41.7%		
Annual Percentage Change				-2.7%		18.2%		28.2%		10.5%			
Annual Amount Change			\$	(235,194)	\$	1,569,409	\$	2,875,710	\$	1,374,000			

Historical data may reflect fluctuations due to organizational restructuring.

City Administration 2005-06 Department Summary

Department Title (Department ID)	Detail Book 2002-03 2003-04 Page Number Actual Actual		2004-05 Adopted Budget			2004-05 Current Budget		2005-06 Adopted Budget	% Change to Adopted Budget 2004-05			
City Manager (006)	8	\$	640,575	\$	689,834	\$	757,166	\$	757,183	\$	501,279	-33.8%
City Manager/General Government (007)	10		726,217		345,912		466,540		2,889,489		3,009,169	545.0%
City Administration (267)	12		-		-		-		-		275,573	0.0%
City Administration/Benefits Administration (015)	13		-		-		-		55,955		1,972,938	0.0%
City Administration/Workers Compensation (156)	14		2,770,730		3,057,160		3,064,351		3,074,310		3,082,412	0.6%
City Administration/General Liability (157)	15		2,145,562		2,129,720		2,858,414		2,898,921		2,868,551	0.4%
City Administration/ Safety (158)	16		92,679		88,744		102,631		102,915		114,367	11.4%
City Administration/Disability (159)	17		81,830		82,802		18,000		18,000		128,000	611.1%
City Administration/Unemployment Insurance (160)	18		72,932		78,010		106,000		106,000		106,000	0.0%
Human Resources/Employee Selection & Compliance (014)	19		850,831		900,540		1,191,565		1,194,938		1,305,191	9.5%
Human Resources/Rideshare City Hall (133)	21		70,832		75,864		123,698		123,698		90,718	-26.7%
Records Management (004)	22		408,774		444,921		585,594		928,260		644,471	10.1%
City Attorney (005)	24		1,003,782		736,043	_	925,000		925,000	_	350,000	-62.2%
Total City Administration		<u>\$</u>	8,864,744	<u>\$</u>	8,629,550	\$	10,198,959	<u>\$</u>	13,074,669	<u>\$</u>	14,448,669	41.7%

Historical data may reflect fluctuations due to organizational restructuring.

Major Accomplishments

Fiscal Year 2004-05

City Administration

- Negotiated and completed a financing agreement with NMC Builders Consortium of 14 developers for design of water improvements in the New Model Colony.
- Acquired twelve properties with a total value of approximately \$3.9 million and started negotiations to acquire ten additional properties in regards to the Downtown Civic Center project.
- Negotiated and executed agreements for the purchase of Parc Vista, Terrace View and Whispering Winds apartments consisting of 215 affordable housing units.
- Negotiated and entered into a Disposition and Development agreement with Panattoni Development Company for the conveyance of approximately 94 acres located in The Ontario Center for the development of an integrated mixed-use urban center.
- Negotiated and entered into a Disposition and Development Agreement and a Cooperation Agreement with Mathis Brother Oklahoma City, LLC for the conveyance of approximately 14.5 acres located in The Ontario Center for the development of a retail furniture store.
- Organized the State of the City event that attracted over 800 registrations (up from 580 the previous year), of which 50% were from outside the Inland Empire.
- Completed the construction of Fire Station No. 7 and the relocation from temporary facility to the newly completed Fire Station.
- Completed 80% of construction for the City Library Renovation/Expansion project.
- Completed negotiations of a new management contract with SMG to facilitate a single-firm approach for the management and operation of the Ontario Convention Center.

Risk Management

- Transitioned health care benefits coverage out of CalPERS for most employees.
- Implemented online access to workers' compensation claims administration system.
- Awarded contract to new workers' compensation third party administrator.

Human Resources

• Conducted 146 recruitments, processed approximately 3,870 employment applications, and conducted approximately 80 panel interviews.

Major Accomplishments

Fiscal Year 2004-05

- Hired over 110 new employees and conducted new hire orientations, fingerprint background checks, and pre-employment medical and substance use testing.
- Updated website to a more dynamic format to better attract applicants and provide additional employee information.
- Trained over 120 employees in the Citywide management and supervisory training program covering:
 - Workplace Harassment
 - Preventing Violence in the Workplace
 - Avoiding Liability
 - Disability Discrimination
 - Privacy Issues
 - Absenteeism
 - Legal Issues Regarding Hiring
- Updated and distributed the Harassment Prevention Policy.
- Trained 682 City employees in harassment prevention.
- Completed the Citywide Classification and Compensation Study.
- Negotiated contracts and updated MOUs for POA, PMG, and Management Units; updated Compensation/Benefits Profiles for Confidential and Executive employees.

Records Management

- Continued review of Records Management procedures to ensure compliance with City policies.
- Completed an inventory of all boxes in the Records Center.
- Updated documentation of over 100 boxes of records within the Records Center and the offsite storage facility into the Records Management software.
- Reviewed, documented and processed over 250 boxes for destruction held at the offsite storage facility and the Records Center.
- Processed approximately 300 boxes into the Records Center.
- Assisted City departments with accessing the optical imaging program in order to encourage participation in the program.

Major Goals

Fiscal Year 2005-06

City Administration

Invest in the Growth and Evolution of the City's Economy

- Develop partnerships with residents, business, State and federal governments.
- Maintain a healthy business environment for our existing companies, allowing them to grow, prosper and strengthen our City's economic base.
- Continue to promote LA-Ontario International Airport as the natural alternative to Los Angeles International Airport for air cargo operations.

Operate in a Businesslike Manner

- Implement projects and programs to carry out the goals and objectives adopted by the Ontario City Council.
- Provide administrative oversight and direction to City departments.
- Provide timely and accurate information and service to the City Council and the public.
- Improve the City's financial system and rebuild reserves.

Pursue City's Goals and Objectives by Working with Other Governmental Agencies

Participate in State/regional planning efforts affecting the City and monitor legislation affecting planning in the region and the City.

Invest in the City's Infrastructure (Water, Streets, Sewers, Parks, Storm Drains and Public Facilities)

- Continue the investment in the City's community facilities and infrastructure.
- Begin construction of a Community Events Center at The Ontario Center.
- Begin construction of the Ontario Soccer/Sports Field Complex and pursue use of Whispering Lakes Golf Course as a community sports center.
- Complete the construction of the Library Renovation/Expansion Project.
- Complete the design and start construction of the Bon View Park Community Center.
- Complete the design and start construction of the D Street Park Community Center and Park Improvements.

Major Goals

Fiscal Year 2005-06

Ensure the Development of a Well Planned, Balanced, and Self-Sustaining Community in the New Model Colony

- Continue work in the development of the New Model Colony, including the review and processing of specific plans, development plans, tract maps, and development agreements, and coordination of regional issues with outside agencies.
- Position Ontario to attract retail users as the New Model Colony builds out.

Risk Management

Operate in a Businesslike Manner

- Analyze feasibility of implementing medical provider network for workers' compensation claims.
- Successfully transition employee benefits administration into Risk Management.
- Implement Citywide safety committee meetings

Human Resources

Operate in a Businesslike Manner

- Update contracts for SBPEA, AFSCME, Firefighters, and Fire Management.
- Implement ongoing harassment prevention, customer service, and new employee orientation training.
- Continue to update the website to leverage its strength as a recruiting and communication tool.
- Continue to improve leave and absence management policies and procedures.

Records Management

Operate in a Businesslike Manner

- Expand use of the optical imaging program to other City departments.
- Develop a paperless agenda process and online distribution with Council's support.
- Continue assessment of Records Management practices including departmental reviews of records to enhance processes and compliance with City policies.
- Develop a Citywide records users group.
- Develop employee records awareness training material.

City AdministrationPerformance Measures

Fiscal Year 2005-06

	Page, Goal #	Actual FY 2003-04	Actual FY 2004-05	Target FY 2005-06
City Administration/Risk Management				
Handle liability claims within 45 days to ensure quick resolution and closure per	Pg. xxvii, 3	100%	100%	100%
City ordinance				
Ensure safety inspections are conducted at all City facilities in compliance with	Pg. xxvii, 3	30%	30%	100%
California OSHA standards				
Reduce the number of litigated workers' compensation claims	Pg. xxvii, 3	43	28	18
Prepare monthly status reports for City Manager	Pg. xxvii, 3	50%	100%	100%
Conduct monthly Safety Committee meetings	Pg. xxvii, 3	50%	100%	100%
Reduce legal costs associated with liability claims	Pg. xxvii, 3	\$570k	\$426k	\$400k
Human Resources				
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	New	80%
Fill law enforcement positions within 6 months of vacancy, including	Pg. xxvii, 3	New	New	80%
background investigations				
Fill all other positions within 3 months of vacancy.	Pg. xxvii, 3	New	New	80%
Provide training programs for supervisors and employees	Pg. xxvii, 3	6	6	7
Records Management				
Scan resolutions, ordinances, agenda reports and active agreements within one	Pg. xxvii, 3	100%	100%	100%
week of execution				
Provide current variable information for City's web site including agenda	Pg. xxvii, 3	100%	90%	100%
documentation for online access prior to a Council/Agency meeting				
Purge records Citywide for disposition on an annual basis	Pg. xxvii, 3	95%	80%	90%

City AdministrationPerformance Measures

Fiscal Year 2005-06

	Page, Goal #	Actual FY 2003-04	Actual FY 2004-05	Target FY 2005-06
Execute documentation following a Council/Agency meeting within 3 days of meeting	Pg. xxvii, 3	95%	95%	95%
Respond to Public Records Requests within parameters established by State law	Pg. xxvii, 3	100%	90%	100%
Facilitate Special Event application processing within 10 days of receipt	Pg. xxvii, 3	95%	100%	100%
Update computerized indexing system with information on City Council/Agency	Pg. xxvii, 3	100%	100%	100%
actions, deeds, agreements received within 10 days of receipt				
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	95%	90%	100%
Review incoming department correspondence and respond as necessary within 1	Pg. xxvii, 3	90%	90%	95%
day of receipt				
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%