

RESOLUTION NO. 2025-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FONTANA,
CALIFORNIA, APPROVING THE REVISED ADMINISTRATIVE POLICY
SECTION 10-01 TITLED “CONTENT OF ADMINISTRATIVE POLICY
MANUAL.”**

WHEREAS, the City of Fontana maintains an Administrative Policy Manual to provide employees and volunteers with consistent and reliable guidance regarding administrative procedures and operational expectations; and

WHEREAS, Section 10-01 of the Manual was originally adopted by Resolution No. 1991-16 on January 15, 1991, and was subsequently revised by Resolution No. 1997-79 on November 18, 1997, and Resolution No. 2010-109 on October 27, 2010; and

WHEREAS, the City has reviewed and updated Section 10-01 to enhance clarity regarding the policy development process, format, approval requirements, distribution, and departmental responsibilities; and

WHEREAS, the proposed revisions ensure greater transparency, consistency, and accountability in the development and maintenance of administrative policies; and

WHEREAS, it is in the best interest of the City to adopt the revised policy to ensure current and effective administrative procedures are in place.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Fontana, California, as follows:

Section 1. Recitals. The above recitals are true, correct and incorporated herein by this reference.

Section 2. Findings/Approvals. The City Council hereby approves the revised Administrative Policy Section 10-01 titled “Content of Administrative Policy Manual”, as attached hereto as Exhibit A.

Section 3. Effective Date. This Resolution shall become effective immediately upon adoption.

Section 4. Severability. If any provision of this Resolution or the application of any such provision to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Resolution that can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are severable. The City Council declares that it would have adopted this Resolution irrespective of the invalidity of any particular portion of this Resolution.

Section 5. Certification. The City Clerk shall certify to the adoption of this Resolution.

Section 6. Custodian of Records. The documents and materials that constitute the record of proceedings on which this Resolution is based are located at the City Clerk's office located at 8353 Sierra Avenue, Fontana, CA 92335. The custodian of records is the City Clerk.

APPROVED AND ADOPTED this 8th day of July, 2025.

READ AND APPROVED AS TO LEGAL FORM:

City Attorney

I, Germaine Key, City Clerk of the City of Fontana, California, and Ex-Officio Clerk of the City Council, do hereby certify that the foregoing resolution is the actual resolution duly and regularly adopted by the City Council at a regular meeting thereof, held on the 8th day of July, 2025, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

City Clerk of the City of Fontana

Mayor of the City of Fontana

ATTEST:

City Clerk of the City of Fontana