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**City of Fontana**  
**POLICY AND PROCEDURES**

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<b>Subject:</b>	<b>Content of Administrative Policy Manual</b>	<b>Page</b> <b>1 of 4</b>	<b>Section</b> <b>10-01</b>
		<b>Effective Date</b> <b>07-08-2025</b>	<b>Issued Date</b> <b>07-08-2025</b>

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**Resolution Number: 2025-XXX**

**Approval Date: July 8, 2025**

**Revised: Resolution 1997-79 on November 18, 1997**

**Resolution 2010-109 on October 27, 2010**

**First Adopted by Resolution 1991-16 on January 15, 1991**

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## **I. PURPOSE**

To establish guidelines regarding the contents of the Administrative Policy Manual and the establishment and inclusion of new policies.

## **II. GENERAL POLICY**

The Administrative Policy Manual is a document containing administrative regulations, procedures, and policy statements that guide the decisions and actions of all City employees and volunteers. All employees and volunteers are expected to adhere to these policies and procedures as failure to do so could result in disciplinary action.

## **III. PROVISIONS**

### **A. Content**

Although each item shall be considered on its own merit, the general criteria for material are as follows:

#### **1. City Council Approval is Needed When:**

- The policy affects the public or establishes new regulations impacting residents or businesses.
- It involves significant financial commitments or budgetary changes.
- It's legally required, such as policies related to ethics, transparency, or personnel matters that exceed administrative authority.
- All council-approved policies shall be adopted by Resolution.

#### **2. City Manager Approval is Sufficient When:**

- The policy pertains to internal administrative procedures or operational matters.
- It aligns with existing council-approved policies and budgets.
- It addresses department-level guidelines or personnel matters within the City Manager's authority.
- It involves minor procedural changes that do not require legislative action.

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3. If there's ambiguity, the City Attorney or legal counsel may be consulted to determine the appropriate approval level.
4. Policies that affect the majority of the departments or employees shall be included in the Administrative Policy Manual. Policies that deal with specific departmental operations shall be included in the appropriate department manuals.

**B. Format**

1. All proposed policies shall be prepared in the Administrative Policy Manual format and include the following items.
  - a. Purpose – the objective of the policy or procedure.
  - b. General Policy – a general statement and definition of the policy or procedure.
  - c. Provisions – a statement of the steps necessary to accomplish the policy, purpose, or objective.
  - d. Definitions – defines specific terms used throughout the policy. The definitions provide a clear understanding of what those terms mean in the context of the policy, preventing ambiguity and ensuring consistent interpretation.
2. The administrative policies are numbered and identified as follows:
  - a. Section – refers to one of the major subdivisions and is identified by the first two digits in the numbering sequence. The sections are as follows:

Introduction	10
Ethics	15
Administration	20
Communication	30
Fiscal Administration	40
Human Resources	50
Risk Management	60
Technology	70

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b. Number – refers to the policy within the section and is identified by the third and the fourth digits in the numbering sequence. Thus, the first administrative policy under the Communication Section would be 30-01; the third administrative policy under Fiscal Administration would be 40-03

**C. Approval of New Policies and Revisions**

When Approved by the City Council:

1. New or revised policies shall be submitted with a staff report and resolution by the Lead Department to its respective Department Head and Deputy City Manager for review and approval before forwarding the policy to the City Clerk's Office.
2. The City Clerk's Office will review the new or revised policy for consistent format and send to each affected department (Department Head and designated staff) and the City Manager's Office for review. Any revisions and corrections will be given to the originating Lead Department to complete.
3. Upon completion of City staff review, the City Clerk's Office shall assign the appropriate manual section and policy number and submit the new or revised policy for consideration and adoption by the City Council.
4. The effective date is the date for which the City Council approves the policy.
5. The issued date is the date that the policy is posted on the Intranet and distributed to all employees.

When Approved by the City Manager

1. The Lead Department shall submit the new or revised policy to its respective Department Head and Deputy City Manager for review and approval before forwarding the policy to the City Clerk's Office.
2. The City Clerk's Office will review the new or revised policy for consistent format and send to each affected department (Department Head and designated staff) and the City Manager's Office for review. Any revisions and corrections will be given to the originating Lead Department to complete.
3. Upon completion of City staff review and approval by the City Manager, the City Clerk's Office shall assign the appropriate manual section and policy number.

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4. The effective date is the date for which the City Manager approves the policy.

5. The issued date is the date that the policy is posted on the Intranet and distributed to all employees.

**D. Distribution of New Policies and Revisions**

1. After the new or revised policy is approved, the City Clerk's Office shall post on the Intranet and distribute a memo stating the changes, with a copy of the new or revised policy enclosed, and update the Table of Contents as needed.
2. The City Clerk's Office shall maintain the official, current Administrative Policy Manual, as well as all historical Administrative Policy Manual files, in accordance with the City's Records Management Program.
3. All City Departments are responsible for keeping their copies of the Administrative Policy Manual current and accessible.

**E. Maintenance of Administrative Policies**

1. Administrative policies should be reviewed whenever the need arises.

**F. Training**

The Lead Department is responsible for ensuring that staff citywide understands the policies for which they are the lead and develops and coordinates training as necessary. The Human Resources Department shall include general training on the Administrative Policy Manual in its orientation to new employees and conduct an annual review of policies for current employees.